



**City of Jordan
City Planning Commission
Regular Meeting August 9th, 2012**

Members present: Tom Sand, Jeff Will, Gene Flynn, Rolf Hafslund, Sally Schultz (6:34 p.m), Jeanne Marnoff
Staff present: Joanne Foust, Consulting Planner, Corrin Wendell, Senior Planner, and Emily Bodeker, Planning Intern
Others Present: Al Weierke and Michael Knisely.

1.0 Call To Order

Chair Rolf Hafslund called the meeting of the Planning Commission to order at: 6:30 p.m.

2.0 Adopt Agenda.

Motion by Flynn, seconded by Sand to adopt agenda as presented. With all in favor, the motion carried 5-0.

Commission Member Schultz arrived 6:34.

3.0 Approval of Minutes.

Motion by Will seconded by Schultz to approve the July 10, 2012 meeting minutes as presented. With all in favor, the motion carried 6-0.

3.0 Public Hearings-- None Scheduled.

5.0 New Business

A. Introduction of New Senior Planner.

Foust introduced Corrin Wendell, the new Senior Planner.

The Planning Commission members made introductions.

Wendell introduced herself to the Planning Commission and shared some of her educational and professional background.

6.0 Old Business.

B. Site Plan Review-216 South Broadway Street.

Foust introduced the site plan of 216 South Broadway Street that was submitted by Al Weierke, A.W. Properties LLC. The property is located in downtown Jordan, where design standards apply for the C-2 district.

Weierke proposed to demolish the front of the building (approximately 36'x38') and create green space, which includes grass, a sidewalk, and landscaping (shrubs).

Comments relating to proposed landscaping of the plan that address excerpts from the Downtown Design Manual were presented as follows:

a. Plant materials should be conducive to an urban setting with the ability to withstand extended wind, sun and salt exposure. Plant materials shall be insect and disease resistant. *A MN native Kentucky Blue Grass sod is proposed. Spirea and Potentilla shrubs are proposed along the front of the remaining building and north side of the lot. Enclosed are MnDOT plant sheets which show the selected plant materials are native to North America.*

b. New plant materials shall be appropriate in scale and species to existing plant materials in the CBD. Trees shall not be located where they will be in contact with buildings. Climbing vines and planter boxes are permitted. *The proposed shrubs have a growing height of 2 to 4 feet. The illustration includes 10 shrubs which appears to be in scale with the site.*

c. Landscape materials shall be used to enhance rather than block important architectural elements of buildings. *The proposed landscape materials are of a size and location that they will not block any architectural elements.*

d. Plant materials shall be of a human-scale with shrubs no higher than six feet. *The proposed shrubs have a general growing height of 2 to 4 feet.*

e. Landscaping and site improvements shall consider the quality of the open spaces between buildings. Where extensive landscaping is proposed, the landscape plan shall take into account a variety of plants to provide color in more than one season. *Two types of shrubs and sod are proposed on the 36' x 38' area. A sidewalk is proposed to be extended along the south side of the property to connect with an existing sidewalk of the same width, providing access to two existing residential rental units on the west side of the property.*

f. Landscaping shall be maintained in a healthy, weed-free condition. *It is recommended this be included as a condition for approval.*

g. Landscape areas in parking areas shall be protected by raised curbing or if planted below grade to collect storm water, a partial perimeter curb. *Not applicable, unless the Planning Commission and Council would approve parking.*

h. Screening of trash receptacles, air conditioner units and other utilities is required and shall not be readily visible from the public right-of-way. Acceptable screening includes walls and/or landscaping. *Not applicable.*

Mr. Weierke introduced himself and let the Commission know he could take any questions.

Chair Hafslund asked if the two buildings are currently connected and if there would be any egress issues.

Mr. Weierke answered that they were connected when the building was used as a restaurant in town, but he would be covering the existing doorway. He also answered that there shouldn't be any egress issues on the site because the alley would still remain.

Liason Schultz asked Mr. Weierke to consider putting an additional window on the building to help with natural light, and possibly help with tenant's desires.

Chair Hafslund asked if Mr. Weierke had considered a low fence around the landscaped area.

Mr. Weierke answered that he isn't concerned with people cutting across the property. Mr. Weierke also told the Planning Commission that he was planning on replacing the façade on the existing building and applying for the Downtown Matching Grant Program through the City.

Commissioner Will asked about salvaging any historic materials like existing brick etc.

Mr. Weirke commented that he is planning on salvaging what he can. He also noted that during some initial inspection, he found signs from when the building was a blacksmith.

Commissioner Will also asked Mr. Weierke about the condition of the house that is remaining.

Mr. Weierke answered that the house is structurally sound.

Foust told the Commission that approval is contingent on new site plans with lot dimensions and elevations that can be presented at the City Council.

Commissioner Will asked if a site survey will be required.

Mr. Weierke replied that one of the adjacent landowners had recently surveyed his property and he could measure off of a pin found in that survey.

*Moved by Sand, seconded by Schultz to recommend approval of the landscape and building plan for 216 Broadway including (1) the demolition of the front portion of the building, measuring approximately 36' x 38', (2) installation of landscaping in the 36' x 38' front yard with a MN native Kentucky Blue Grass sod and Spirea and Potentilla shrubs, (3) extension of the sidewalk along the north side of the property from the existing sidewalk to the front (east) property line, and (4) improvements to the remaining front building facade as illustrated on the submitted drawings, utilizing an Arizona limestone brick, addition of a transom window above the front door and inclusion of a third exterior light; all contingent upon the submittal of a revised site plan which includes all lot dimensions, any existing easements, identification of the existing structures and portion to be demolished and verification of property lines.
Motion carried 6-0.*

A. Comprehensive Plan Implementation Items

Foust introduced this agenda item and noted that The City of Jordan adopted its 2008 Comprehensive Plan in 2009. She also noted that Minnesota State Statutes 473.858 Comprehensive Plans; Local Government Units, Subd. 1. Reads "...If the comprehensive municipal plan is in conflict with the zoning ordinance, the zoning ordinance shall be brought into conformance with the plan by local government units in conjunction with the review and, if necessary, amendment of its comprehensive plan required under section 473.864 subdivision 2."

Foust pointed out a few areas within the Subdivision Ordinance and Zoning Ordinance that are recommended to be updated and are relatively easy to complete. These include:

1. Updates to the Subdivision Ordinance Street Design Standards to be consistent with the Transportation Chapter of the Comprehensive Plan.
2. Updates to Section 11.10 Subd. 5 relating to non-conforming structures and the amortization of structures.
3. Updates to the Subdivision Ordinance definitions relating to bluffs and steep slopes.

Foust went through each outstanding item within the Ordinance which includes:

1. Rental Housing Ordinance research and potential adoption.
2. Minimum Densities in Residential Districts. The Metropolitan Council requires cities to adopt minimum densities in residential districts. While the City has a minimum lot size which translates to a maximum density, there is no maximum lot size or minimum density.
3. Orderly Annexation Agreements.
4. Transportation Studies for TH 21 and TH 282.
5. Development of an Assessment Policy for major collectors and minor arterials.
6. Mining and Reclamation Ordinance Development.

Chair Hafslund asked about making changes to the zoning map.

Foust answered that staff is working on the changes to the map.

Commissioner Sand asked why the definition of bluff should change.

Foust reminded the Planning Commission that the City of Jordan follows the Scott County WMO (Watershed Management Organization).

The Commission asked if MSA funding changes the designation of a road, and Foust replied that no, it does not.

The Planning Commission came up with the tentative schedule for the Comprehensive Plan implementation items.

- Zoning Amendments (September-October)
- Rezone Lots (September- November)
- Minimum Density Requirements in Residential Districts (October-November)
- Mining Reclamation Ordinance Development (December-January)
- Rental Housing Ordinance research and potential adoption (January-February)
- Other Long Term:
 - Orderly Annexation Agreements
 - Transportation Studies

Motion Schultz second Marnoff to call for a public hearing on amendments to Chapter 153, Subdivisions of the City Code, Tuesday, September 11, 2012. Motion carried 6-0.

C. Highway Commercial Design Standards

The City Council, Planning Commission and EDA met in a joint session on July 30, 2012 to discuss the development of a Highway Commercial Design Manual which incorporates goals from the Comprehensive Plan and addresses Section 11.80 Architectural Controls and Building materials in the Zoning Ordinance. The Council requested the development of draft language and designs for the Planning Commission to react to and build on.

Planner Foust went through different topics that were discussed at the July 30th joint session and went through the draft Highway Commercial Design Manual that was included in the Commissioner's packets. Foust also introduced architect Michael Knisely who is helping create design standards for the area.

The Planning Commission decided that an overlay district would be a good solution to the highway commercial design standards for these areas zoned C-3 on HWY 21.

Foust went through different examples where the Commission discussed lighting, rooflines and pillars, and color for the areas on HWY 169 compared to the areas on HWY 21.

Architect Knisely discussed the difference in scale for the two areas and went through the different building materials.

The Planning Commission decided:

- There should be no vinyl siding.
- No steel lap siding.
- Metal should be allowed in the areas near HWY 169, but should be limited in the areas on HWY 21.
- Scale should be thought about when using brick materials (larger scale on HWY 169, smaller scale on HWY 21).

- The language in the Zoning Ordinance section 11.80 relating to acceptable building materials in multi-family and commercial districts, “Buildings within the Highway Commercial district should integrate traditional Downtown streetscape and architecture to connect the highway commercial with the historic downtown,” should be reworded.

Knisely and Foust plan to take the Commissions comments and input and present a draft at the next Planning Commission meeting.

7.0 Planner’s Report.

The next regular meeting is scheduled for Tuesday, September 11th 2012.

8.0 Commissioners’ Reports.

Commissioner Will stated he was happy with what was accomplished at the July 30th special meeting.

Commissioner Sand noted he saw progress in the library construction.

9.0 Adjournment.

Member Schultz made a Motion, Will seconded, to adjourn the meeting at 9:45 p.m. The Motion was approved unanimously.

Respectfully Submitted,
Emily Bodeker, Planning Intern