



**City of Jordan  
City Planning Commission  
Regular Meeting December 11, 2012**

**Members present:** Rolf Hafslund, Jeff Will, Gene Flynn, Sally Schultz, Jeanne Marnoff

**Members absent:** Tom Sand

**Staff present:** Corrin Wendell, Senior Planner, Emily Bodeker, Planning Intern and Joanne Foust, Consulting Planner (6:40 pm)

**Others Present:** Wes Hallberg, Yocum Oil

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

**3.0 Approval of Minutes.**

*Motion by Flynn seconded by Will to approve the November 13, 2012 meeting minutes, the motion passed 5-0.*

**4.0 Public Hearings**

**A. Chapter 11 Zoning Map Amendments to C-2 District- Comprehensive Plan Implementation**

Wendell introduced this item to the Planning Commission on behalf of Foust. She informed the Planning Commission that staff recommended the rezoning of these parcels to be consistent with the Comprehensive plan. Of the five parcels, there are portions of two parcels that are zoned C-2; however GIS records on Scott County showed that small portions of the parcels were zoned Residential. To alleviate any confusion staff recommended rezoning the whole parcel to clarify/ratify that the zoning of the full parcel is C-2.

Foust arrived, 6:35

*Chair Hafslund opened the public hearing at 6:37. With no comments the public hearing closed at 6:37.*

The Planning Commission explained that they were not sure where or why the portions of those two parcels wouldn't have been zoned with the rest of the parcel. They agreed that it would be best to clear up any confusion with those two lots.

*Motion Marnoff, second by Will, to recommend to City Council to rezone the following parcels to C-2, Central Business District:*

220020801, 220020661, 220020790, 220020780, 220020781

*With all in favor the motion passed 5-0.*

## **B. Highway Commercial Design Manual**

Wendell Presented the final draft of the Highway Commercial Design Manual. She explained that the draft will also be presented to EDA at their December meeting, and seen by the City Council in January. The only recommendation that was made was to label the pictures so people know where the examples were from.

*Chair Hafslund opened the public hearing at 6:45.*

Wes Hallberg, Yocum Oil, let the Planning Commission know that he wanted to come hear about the design guidelines manual because they have an interest in the area because of the properties that they own.

Hafslund explained the highlights of the manual and how the Planning Commission and staff strived to make it user friendly for land owners and developers.

Wes Hallberg thanked the Planning Commission for that and for the information that they provided him.

Commissioner Will asked Hallberg how the Holidays are purchased and how designs are chosen for each store.

Hallberg answered that Holiday provides some design guidelines they like to try and follow but overall are pretty flexible.

*Chair Hafslund closed the public hearing at 6:53pm.*

*Motion Will second Flynn to recommend moving the final draft of the Highway Commercial Design Manual to City Council with EDA feedback. With all in favor the motion passed 5-0.*

## **5.0 New Business**

### **A. Planning Commission Interview Process**

Bodeker introduced this information for the Planning Commission's information. She presented section 31.20 and section 31.21 of the City code that lays out the rules and regulations of Boards and Commissions Generally and for the Planning Commission. That information stated, "... All members shall be residents of the city, except that 2 members of each board or commission may be residents of a neighboring township if the Council seems such arrangement more representative."

She also presented the following timeline for interviews:

- November 14: Notice for open positions starting playing on Public Access Channel
- November 22: Notice for open positions was published in the Jordan Independent
- January 2, 2013: applications are due

- January 8, 2013: Interviews take place at Planning Commission meeting
- If recommendations are made at the January 28<sup>th</sup> meeting, appointments will be heard by the City Council January 22, 2013.

Commissioner Will let staff know that the same request was made previously and the Planning Commission received different information. Staff let the Commission know that they also asked the City Attorney and currently the code reads that there may be two members from a neighboring township as long as council sees the arrangement representative.

At the end of December there will be three open seats and the Council Liaison position open.

**B. Zoning Code Chapter 11 Section 11.02, 11.21, 11.22, 11.23, 11.24, 11.25, 11.30**

Senior Planner Wendell introduced the first part of this agenda item, the definitions. Wendell explained that staff is looking through the definitions in the different sections to make sure that they are consistent with state statute, as well as other sections within the code.

The Planning Commission went through the definitions and had the opportunity to ask questions. Commissioner Flynn asked about the definitions of both canopy and marquee-both of them include “projecting over public property.” Wendell said she would look at those definitions.

Flynn also asked about the definition of adult use, within the definition it mentions 20% stock on display and he thought it seems like a lot.

Consulting Planner Foust introduced the second part of this agenda item, the Residential sections. Foust reviewed and updated the Planning Commission on the work she has done in these sections. They have been reviewed and updated to try and reduce redundancies and to conform to current state statutes.

Staff let the Planning Commissioners know that there is more sections to come, continue to review sections and make any comments they may have at future meetings.

**6.0 Old Business**

There was no old business.

**7.0 Planner’s Report.**

The next regular meeting is scheduled for Tuesday, January 18, 2013.

**8.0 City Council Member Update**

Council Liaison Schultz informed the Planning Commission that Monday December 17 is the last City Council meeting of the year. She told the Planning Commission she plans to stay close. She also stated that she is keeping an eye on the Library and Clinic.

Chair Hafslund thanked Sally for being the Planning Commission Liaison.

**9.0 Commissioner Member Report**

Will let the rest of the Planning Commissioners know that he attended a County Planning Commission meeting regarding the Minneapolis Gun club's revision of their CUP. He spoke on behalf of the High School Trap Shooting club.

**10.0 Adjournment**

*Member Schultz made a Motion, Will seconded, to adjourn the meeting at 8:40 p.m. The Motion was approved unanimously.*

Respectfully Submitted,  
Emily Bodeker, Planning Intern