

**Minutes of the May 11, 2010 Jordan Planning Commission/CGO Meeting
6:30 p.m. Jordan City Hall**

Members Present: Rolf Hafslund, Rob Mishica, John Watkins, John Levar, Jeanne Marnoff

Staff Present: City Administrator Ed Shukle, City Planner Joe Janish, Planning Consultant Joanne Foust of MDG, Inc.

Others Present: EDA CGO Liason Ray Sandey, Mayor Pete Ewals, Ron Jabs, Dean Morlock, Matt Jirik, Barbara Johnston, Thom Boncher, Dave Wolf,

1.0 Call to Order.

The Planning and Zoning Commission meeting was called to order at 6:30 p.m. by Acting Chair Hafslund.

2. Adopt Agenda

Janish reported Community Asset Development has withdrawn their request for several planning approval items for this evening. The project is anticipated to be reintroduced in the next month or two.

Moved by Mishica seconded by Marnoff to approve the agenda with the removal of the public hearing for the Code Amendment for memory care, replat request by Native Land Development/Community Asset Development and the Conditional Use Permit and Site Plan Review for Community Asset Development's Assisted Living Memory Care facility. Motion Carried 5-0.

3.0 Minutes.

Moved by Watkins, seconded by Levar to approve the minutes of the April 13, 2010 meeting as presented. Motion carried 6-0.

4.0 Community Growth Options (CGO) Discussion – Highway Commercial Zoning District

Foust provided an overview of the comments and questions received at the April Open House. Following input from business representatives in attendance, the Planning Commission discussed the following topics:

1. Automobile sales or sales of passenger vehicles being separated from sales of boats and trailers. The Commission requested the limitation for the percent of the front yard which may be used for automobile sales being removed from the proposed zoning ordinance language.
2. A 10% landscaping requirement was found to be consistent, and in some cases more conservative, when compared to neighboring communities. The Commission expressed a desire to continue with this requirement; however, there is text allowing flexibility for existing lots of record.
3. Parking lot setbacks are currently required to be 20 feet in the front yard. Due to the large number of existing non-conforming parking lot setbacks, the Planning Commission requested text be added to allow parking lots to be setback 10 feet, in areas already platted where adjacent parking lots are setback 10 feet or less.
4. Seasonal and temporary sales stands are currently only allowed by the Zoning Ordinance in Rural Residential zones. The Planning Commission recommended conditions be included to allow this use in highway commercial district.
5. Flexibility in the new regulations for existing lots of record was discussed. The ability to grant variances from the regulations for the areas already platted was requested.

6. Transit Stations and Park-and-Rides were recommended as a new conditional use in the Highway Commercial District, with conditions identified.
7. Colleges, universities and technical schools were recommended as a new conditional use in the Highway Commercial District, with conditions identified.
8. Outdoor Seating Areas. The City amended the Zoning Ordinance in July 2008 to allow outdoor seating areas for on-sale liquor establishments and restaurants as a Conditional Use Permit. This language was inadvertently omitted in earlier versions and has been included in this update.

5.0 Public Hearings

Items A-C had been removed at the request of the Developer.

D. CUP-Outdoor Dining – Clancy’s

Janish stated Randy Kaiser is looking at adding an outdoor dining section to Clancy’s. This proposal would be to allow for on-sale alcohol beverages to be sold and also allow for smoking. The applicant would create an outdoor dining area with a 6 foot high dog eared wooden fence. At this time the applicant is considering if the fence would be staggered or if the fence would be finished on one side (according to code the finish side would have to face out). The applicant is proposing to use iron tables and chairs for the dining experience. The applicant would construct an outdoor dining space to the North East that would allow for about 6 to 8 tables. This would allow for about 24 to 32 individuals to be outside. The proposal at this time would not have a roof of any type.

Janish noted at this time staff is supportive of the CUP request and a Public Hearing should be held.

Acting Chair Hafslund opened the public hearing at 6:37 p.m.

No comments were received.

Acting Chair Hafslund closed the public hearing at 6:38 p.m.

Commissioner Levar stated he would like to see maintenance free fencing. The applicant indicated the fence would be painted to match the building and would work to keep it in an acceptable appearance.

Commissioners discussed the landscaping and noted the applicant would need to provide the landscaping around the fence area.

Moved by Mishica, seconded Marnoff to recommend approval of the CUP with the following conditions:

- Liquor license is amended to allow for sale of liquor in the outdoor dining area.
- The number of seats in the outside dining shall not exceed 30.
- All proper permits are obtained prior to construction of the outside dining area.
- The applicant agrees to conditions established in Ordinance 2008-001, including the addition of landscaping for the fence area.

Motion carried 6-0.

6.0 New Business

A. Site Plan Review S.M. Hentges

Janish state that Steve Hentges is looking at constructing a 60 foot by 180 foot Lester building addition onto an existing 40 foot by 152 foot building on the property. The area of the addition is currently impervious and this site currently handles their own storm water with retention basins

onsite. The new addition would be constructed with the same materials as the existing structure and would not be insulated or heated and would have one door while the other portions of the structure would remain open.

Janish noted the new addition would meet the setbacks for the zoning code, and the current site already has screening from berms, trees, and fences or a combination of those noted. Janish noted the site plan had been reviewed by staff and no suggested changes were recommended.

Commissioner Mishica questioned if the new structure would impact the surface drainage of the site. Janish noted that City Engineer Carol Caron had reviewed the proposal and did not indicate that the surface water would be impacted by the new proposed structure.

Moved by Mishica seconded by Levar to approve the site plan as presented. Motion Carried 6-0.

B. Design Review – 115 East 1st Street, and 217 Water Street

Janish noted that Barbara Johnston is looking at making improvements to these two buildings. The improvements for 115 East 1st Street include: new store front window, painting front façade/side entrance and new apartment windows. Total value of improvements: \$14,748.00. Johnston is proposing the following improvements for 217 Water Street: new apartment windows and the work associated with that. Total value of improvements: \$ 6407.00

Commissioners noted for future proposals a picture showing the improvements would be helpful and staff should look at revisiting the brochure to be certain to include something noting that a picture is needed. Commissioners also indicated that they would not need the information related to the cost of the projects or bids.

Moved by Mishica, seconded Levar, to approve the Design Review for 115 1st Street and 217 Water Street. Motion Carried 6-0.

C. Interviews

The Planning Commission interviewed Guy Beck for the vacancy on the Planning Commission.

Moved Mishica, seconded Watkins to recommend to the Mayor to consider appointment of Guy Beck to the Planning Commission. Motion Carried 6-0.

7.0 Old Business

Strategic Planning. Administrator Shukle addressed the Planning Commission. He complimented the Commission on their mission statement and goals and requested the completion an implementation plan consisting of action items, dates to achieve each goal and responsible party(ies). Shukle invited the Commission to join the City Council workshop on Monday, May 17, 2010 to discuss the Planning Commission's strategic plan.

The following implementation plan was proposed:

<u>Goal</u>	<u>Timeframe</u>	<u>Responsible Party(ies)</u>
1. Ordinance review/updates.		Planning Commission
-Highway commercial zoning	Fall 2010	Senior Planner & Municipal
-Industrial design standards	Dec. 2010	Development Group, Inc. through
-Non-conforming use text update	Dec. 2010	the CGO program
-Sign ordinance	2011	Sr. Planner & Planning Commission
-Subdivision ordinance –street design	Dec. 2010	Sr. Planner, Engineer & Planning Commission

2.	Review of Interim Use Permits and Conditional Use Permits - Maintain a list of IUPs and CUPs - Review IUPs and CUPs for compliance	Annually in January	Senior Staff & Planning Commission
3.	Increase collaboration with other city committees and organizations - Attend other committee meetings when invited	On-going	Planning Commissioners
4.	Identify the role of the Planning commission in the marketability of the community -Develop an understanding of the role	Review Quarterly	Planning Commission Input from other committees
5.	Work with adjacent townships to develop an orderly annexation agreement -Appoint a Planning Commission liaison to attend orderly annexation agreement meetings -Request the City Council continue orderly annexation discussions with the townships	July 2010 July 2010	Planning Commission City staff City Council Adjacent Townships City Attorney
6.	Expand Planning Commission educational opportunities - Develop a list of planning resources; eg. Website links, DVDs, books - Conduct and attend an in-house training session once per year - Forward information to the Commission on Government Training Services and MN American Planning Association training opportunities - Develop a list of training topics of interest -	Dec. 2010	City Staff Senior Planner coordinates-attendance by Planning Commission Senior Planner Planning Commission
7.	Recruit volunteers to serve on the Planning Commission - Continue to advertise on the city web site - Recruit via word-of-mouth - Continue to advertise in the newspaper	June 2010	Planning Commission Senior Planner

8.0 Planners Report.

Foust noted that it would be possible for an industrial representative to speak about the architecture of metal buildings at an upcoming meeting and wondered if the Planning Commission has a preference as to a date. The Planning Commission gave direction to wait until fall to have the discussion.

9.0 Commissioner Reports.

No reports were provided.

10.0 Adjournment.

Moved by Marnoff, seconded by Mishica to adjourn the meeting at 10:17 p.m. Motion carried 6-0.

Respectfully submitted,

Joe Janish

Senior Planner