

**MINUTES OF THE PROCEEDINGS  
OF THE PLANNING COMMISSION OF THE CITY OF JORDAN  
IN THE COUNTY OF SCOTT  
September 12, 2017**

Present: Tom Sand, Jeff Will, Jane Bohlman, Robert Whipps, Toni Walsh  
Absent: Jesse Soller, Sally Schultz

Also Present: Lucinda Meyers, Planner, Kathleen Hammer, Planner/ Community Development Specialist, Mary Kennedy, Planning Intern

1.0 CALL TO ORDER

2.0 APPROVE AGENDA

Motion Walsh, second Bohlman to approve the agenda as presented. Vote all ayes. Motion Approved.

3.0 APPROVAL OF MINUTES

A. July 11, 2017

Motion Walsh, second Bohlman to approve the July minutes as presented. Vote all ayes. Motion Approved.

4.0 NEW BUSINESS

A. PUBLIC HEARING: Variance Request- 100 Lydia Road

Chair Sand opened the public hearing. No members of the public addressed the Commission. Chair Sand closed the hearing.

Case presented by Planner/ Community Development Specialist Hammer with applicants present. Commissioner Bohlman inquired upon the removal of the existing utility shed. The applicants confirmed to the Commission that they are willing to remove the existing utility shed to accommodate for the proposed detached accessory structure, stating that it will not be a hardship for them to do so. Hammer indicated that removal of the existing utility shed will be necessary to accommodate the proposed accessory building.

Walsh motions to approve the staff recommendation to grant a variance to the property located at 100 Lydia Road, seconded by Bohlman. Vote all ayes. Motion Approved.

**B. PUBLIC HEARING: Variance Request- 350 1st St. W**

Chair Sand opened the public hearing. No members of the public addressed the Commission. Chair Sand closed the hearing.

Case presented by Planner Meyers with applicants, Jonathan and Danielle Zander, present. Applicants propose to construct a two-car garage and are requesting a variance from the rear and side yard setbacks and maximum allowable impervious surface area to do so. The property is located at 305 1<sup>st</sup> St W.

Applicant stated their intention to remove the existing utility shed to bring the property closer to compliance with the impervious surface requirement.

Motion Robert Whipps second Jane Bohlman to recommend approval to the City Council of the variance request at 305 1st St W. Vote all ayes. Motion approved.

**C. SolSmart Program Introduction**

Lucinda Meyers presented the material to the Commissioners.

At the July 17, 2017 City Council meeting, the Council committed the City to participating in the SolSmart program and achieving Bronze designation. SolSmart is a new national designation program, funded by the U.S. Department of Energy SunShot Initiative through the Solar Powering America by Recognizing Communities (SPARC) initiative, designed to recognize communities that have taken key steps to address local barriers to solar energy and foster the growth of mature local solar markets.

Planner Meyers provided an overview of the program and the Cities goals for participation. Chair Sand inquired whether the Council is on-board. Planner Meyers confirmed that the Council is indeed on-board.

**5.0 OLD BUSINESS**

**6.0 PLANNER'S REPORT**

- A. Next Regular Meeting- October 10, 2017
- B. General Update

Discussion about the rental registration. Planner Meyers indicated that a discussion on expanding the ordinance it will take place during the September 18, 2017 City Council Meeting.

Commissioner Whipps expressed dissatisfaction about the amount of money spent on consultants to assist with the Comprehensive Plan update. He further stated that consultants and staff should

have come to the determination prior to this point regarding the land area allowed to be included in the Comprehensive Plan by the Met Council.

6. B. General Update

7.0 CITY COUNCIL UPDATE

8.0 COMMISSIONER MEMBER UPDATE

Jane Bohlman stated she is frustrated with Public Works four-wheelers driving around the City and that she would like the ordinance to be changed to accommodate the public's use of such vehicles (including riding lawn mower).

Bohlman raised concern about a lack of parking for the owner of the downtown business, The Vinery. Council member Wills stated that parking is available near the mini met. Council members Wills and Whipps suggest that the business owner speak with Scott Haas, Public Works Director, about the possibility of installing a sign regulating parking during designated hours. The sign would, however, require City Council approval.

9.0 ADJOURNMENT

Motion Walsh second Whipps to adjourn. Motion approved. Vote all ayes.

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Tanya Velishek, Mayor

ATTEST:

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Tom Nikunen  
City Administrator