



**City of Jordan
City Planning Commission
Regular Meeting October 8, 2013
Jordan Council Chambers**

Members present: Chair Tom Sand, Vice Chair Gene Flynn, Rolf Hafslund, Jeanne Marnoff, Lance Schmitt, Sally Schultz and Council Representative Jeff Will

Not Present: None

Staff present: Corrin Wendell, Senior Planner, Joanne Foust, Planning Consultant, and Laura Chamberlain, Planning Intern

Others Present: None

1.0 Call to Order

Chair Tom Sand called the meeting of the Planning Commission to order at: 6:33 p.m.

2.0 Adopt Agenda

Motion by Schmitt, seconded by Marnoff to adopt agenda as presented. With all in favor, the motion carried 7-0.

3.0 Approval of Minutes

A. September 10, 2013 Regular Meeting Minutes

Motion by Schultz seconded by Schmitt to approve the September 10, 2013 meeting minutes as presented, the motion passed 7-0.

4.0 Public Comment

None

5.0 New Business

None

6.0 Old Business

A. Brewery Zoning Text Information

Planning Consultant Foust introduced an update the Planning Commission about the action taken at the City Council regarding the proposed “brewery” and the proposed text amendment to Chapter 111 Alcoholic Beverages in the City Code. City Staff recommended that the Planning Commission call for a public hearing at the November 12, 2013 meeting to amend Section 154.020 Definitions to include the following definition:

Brewery, micro-distillery, micro-brewery, micro-winery or tap room: A small scaled on or off-sale liquor business, located in a building where the primary use is for restaurant, retail or tasting room, and which specializes in producing limited quantities of wine, beer or other alcoholic beverages as regulated by the City Code Chapter 111, Liquor Licenses.

Foust also described the off-street parking regulations laid out in the Zoning Ordinance that would apply to a brewery with taproom in various districts.

Discussion about the recommendation opened with Schultz asking about the production levels specified in the Chapter 111 text revisions, and whether those levels were consistent with other cities or the state. Senior Planner Wendell responded that those levels were standards in the state. Hafslund followed up questioning about how quantity levels impact state licensing. After some clarification, City Staff determined that scale of production only impacts the fees paid for state liquor licenses, but not eligibility for those licenses. Hafslund requested that City Staff send the Commissioners information about the different fees and licenses at the state for levels of production.

Hafslund then repeated his concern brought up at the City Council meeting on September 16th, emphasizing that the city, whether through the Zoning Ordinance or Chapter 111 Liquor Licenses in the City Code be specific of capping production at breweries so that large-scale production be kept to industrial zones only. Foust suggested, in that case, that a brewery with taproom and specified production size be added as a permitted use into the Zoning Ordinance for C-2 and C-3, in addition to the recommended text amendment.

Hafslund then asked if the Commission should attach the permitted uses only to establishments that serve food; Wendell addressed saying that the state licenses cover food requirements.

Motion by Hafslund seconded by Schultz that the Planning Commission call for a public hearing for the November 12th meeting to amend the definitions and to add “brewery, micro brewery, micro winery, and tap room” to list of permitted uses in the C-2 and C-3 districts. With all in favor, the motion passed 7-0.

B. Manufactured Home District Information

Planning Consultant Foust reviewed for the Planning Commission the previous meeting on September 10, where they approved the text amendment to change the setback limit in the R-5 Manufactured Homes District to reflect current setbacks. During that discussion it was revealed that Minnesota State Statute 462.357 requires that cities cannot “zone out” future manufactured homes, and that they must be a conditional use for medium density or higher residential districts. In light of this statute, City Staff wrote up setback limits for future manufactured homes that has larger setbacks than the current R-5, with the delineation point being January 1st, 2013, and requested that the Planning Commission review this new language and consider modifying Chapter 151 of the City Code to reflect these changes. Staff recommended that the Planning Commission call for a public notice for their November 12 meeting for a text amendment that reflects these changes.

Discussion opened with Commissioner Hafslund asking whether garages should be required rather than just permitted. A discussion covering the size, location, and concerns over garage standards followed. Chair Sand asked that City Staff research other cities’ language regarding garages for manufactured homes. Foust cautioned that it might be difficult to require garages, since such requirements increase costs of units, and the affordability of manufactured homes is a legally sensitive issue.

Motion Hafslund seconded by Schmitt calling for a public hearing for the November 12th meeting to review the text amendment to the Zoning Ordinance regarding requirements for manufactured homes built after January 1st, 2014 with the additional questions and recommendations set forth by the Planning Commission. With all in favor, the motion passed 7-0.

7.0 Planners Report

A. Next Regular Meeting – Tuesday, November 12, 2013

Two public hearings regarding text amendments, and a site plan review for an expanding business will be on the agenda.

Senior Planner Wendell then informed the Planning Commission that Tim Shimik of Glowing Hearth and Home will have to come before the Commission again because the final build of his facility differed from the site plan approved by the Planning Commission.

Council Representative Will expressed concern over setting a precedent for developers to submit one set of plans to the Planning Commission, get approval, and then do whatever they want. Hafslund asked if the Building Inspector could have caught such a change? Discussion followed over lack of understanding of the Building Inspector's role and responsibilities. Chair Sand asked that City Staff inquire about setting up a work session with the Planning Commission, City Council, and the city's building inspectors to have an informative conversation and possibly set up procedure to prevent similar plan changes in the future. Senior Planner Wendell said she would bring this before City Administrator Shukle to set it up. Schultz then asked if it would be worth it to hire a full time Building Inspector for the city. Hafslund suggested that the work session should also address the threshold of building permits necessary to justify hiring a full-time Building Inspector for the city.

B. Highway Signage Update

Planning Intern Chamberlain presented information requested by the Planning Commission at the September 10 meeting to research the availability of blue highway signs directing drivers to local businesses. She described the different MN DOT sign programs that are available for local businesses, including the LOGO Signing Program run by Minnesota Logos, Inc. and the Specific Signage Program by MN DOT. Since these programs are applied to by individual businesses, Chamberlain suggested that City Staff present this information to the Jordan EDA and create an informational packet for local businesses. Council Representative Will echoed this suggestion. Discussion about current signs along Highway 169 followed.

8.0 City Council Member Update

9.0 Commissioner Report

Commissioner Schultz mentioned her recent visit to the Chamber of Commerce meeting in Henderson, MN and looks forward to passing along that Chamber's enthusiasm to the next Jordan Chamber of Commerce meeting. With that enthusiasm she will also bring some ideas for downtown-focused activities.

Chair Sand remarked that he has noticed that some non-conforming signs have been moved. He thanked the City Staff and Planning Commission for their persistence.

10.0 Adjournment

Commissioner Hafslund made a Motion, Flynn seconded, to adjourn the meeting at 7:55 p.m. The Motion was approved unanimously.

Respectfully Submitted,
Laura Chamberlain, Planning Intern