

**MINUTES OF THE PROCEEDINGS
OF THE PLANNING COMMISSION OF THE CITY OF JORDAN
IN THE COUNTY OF SCOTT
January 9, 2024**

1.0 CALL TO ORDER

Present: Jane Bohlman, Sandra Johnson, Brenda Lieske, Ray Sandey, Lea Schulte, Michael Vourlos, and Jeff Will

Also Present: Sahni Moore, Intern; Delaney Strouse, Intern, T.J. Hofer, Planning Consultant, Jeff Matzke, Planning Consultant

Absent: Scott Penney

Meeting called to order at 6:30 pm by Chair Will.

2.0 ADOPT AGENDA

Motion by Bohlman to adopt the agenda as presented. Seconded by Schulte. All commissioners present voted ayes. The motion was declared carried.

3.0 ELECTION OF OFFICERS

Will described the role of the Chair and Vice Chair and discussed the process of approval.

Motion by Bohlman to appoint Jeff Will as the Chair of the Planning Commission. Seconded by Vourlos. All commissioners present voted ayes, Will abstained. The motion was declared carried.

Motion by Bohlman to appoint Ray Sandey as the Vice Chair of the Planning Commission. Seconded by Johnson. All commissioners present voted ayes, Sandey abstained. The motion was declared carried.

4.0 APPROVAL OF MINUTES

A. December 12, 2023

Motion by Johnson to approve of the December 12, 2023 Minutes as presented. Seconded by Bohlman. All commissioners present voted ayes. The motion was declared carried.

5.0 NEW BUSINESS

A. Mitchell Concept Plan Review

Hofer presented the application for a Concept Plan for the property at 6380 190th Street West which included a subdivision and rezoning. Hofer recommended the Planning Commission discuss the item and noted advice, comments, or recommendations for modifications made at this point by the staff or Planning Commission are advisory only and shall not constitute approval or a commitment to approve.

Phil Mitchell, the applicant, provided a history of the property and his experience trying to improve it. Mitchell also gave an overview of this prepared plan and his overall goals with the property.

Sandey stated the history of the property and the subdivision that created the property and the neighboring Timberline neighborhood. Sandey stated that the intent was never for the house on the subject property to remain indefinitely, but that the nonconformity does remain. Sandey stated that they believed the concept plan was underutilizing the property and it could be improved with a road and cul-de-sac to further develop the land.

Mitchel stated that they bought the property to develop it, but that they weren't sure of the scale that they wanted to pursue.

Schulte recommended the applicant imagine the property as vacant and look at the most practical way to achieve the highest and best use.

Sandey stated that they understand the frustration with the required improvements like streets and stormwater, but stated the rules have a purpose. Sandey stated that when the Timberline development went in they had to do additional improvements to the ponds because they didn't hold water correctly which impacted the stormwater management.

Mitchell stated that the outdoor storage was unclear to them do to the required amount of parking. Hofer stated he would review the standards and follow up with the applicant.

Schulte asked for clarification on the guidance of the land for the City. Hofer stated that the City has two main documents for land guidance, the zoning ordinance and the Comprehensive Plan. Hofer detailed the process of amending these.

Will stated that they thought the applicant was trying to “put lipstick on a pig” or trying to work within nonconformities. Will stated that it may be worth considering a larger building in the back for the applicant's business rather than

trying to piecemeal a building together with what existed. Mitchell stated that they would prefer to put \$700,000 into a building and \$30,000 into blacktopping part of the lot.

Will asked if the residential lot were on the western portion of the lot if that would be allowed. Hofer stated moving the lot boundaries would address an issue with spot zoning, but it would still require a Comprehensive Plan Amendment. Hofer stated they thought the city standards would not support the amendment.

Mitchel stated they were willing to consider a teardown of the existing industrial building and reinvest in a new building.

B. ISD 717 Elementary and High School Addition – Variance (815 Sunset Drive)

Matzke presented the variance for parking setback. Matzke recommended approval.

Johnson asked if the sidewalk would change. Matzke said it would not.

Bohlman asked if you entered the school property from the proposed roundabout on Sunset Drive. Hofer stated the previous site plan approvals and the vehicle movement and stacking on the site.

Sandey asked if buses would still gain access off Aberdeen. Hofer stated they will.

Sandey asked if there was an existing variance for the parking lots. Matzke State there was not.

Schulte asked if there were concerns with the proximity of the parking lot to the sidewalk. Matzke stated that many communities have parking lot setback standards that are less than building setback standards and a parking lot within the structure setback is common and there is grade separation.

Will asked if the parking lot was encroaching into the right-of-way. Hofer stated it was not.

Will asked if there were concerns around snow storage. Matzke stated that snow storage was expected in the corners of the parking lot.

Sandey asked for clarification of assorted colors on plan. Hofer stated assorted colors represent different material.

Will opened the public hearing.

Jan Gilmer, 112 Arabian Court, stated that the situation that recently happened in Perry, Iowa should be considered when providing a single entrance to the school.

Will then closed the public hearing.

Sandey asked why this was not dealt with the subdivision and site plan the City Previously approved. Hofer stated that the issue was identified after the previous application was already heard before the Planning Commission and the need for the variance was due to the dedication of right-of-way so the City brought the variance forward afterward.

Mike Layton, 1175 Ridge Street, asked if this would impact their back yard. Will stated that the application currently only dealt with the parking lot in the front yard. Hofer stated that no impacts to the trees on the southwest of the site were planned.

Motion by Johnson to recommend approval of the variance as detailed in the staff report. Seconded by Bohlman. All commissioners present vote aye and the motion was declared carried by a vote of 6-0.

C. 2023 Interim Use Permit & Conditional Use Permit Review

Moore presented the review of interim use permits and conditional use permits for 2023.

Johnson asked if the owners of 108 1st Street West had sold the property after the approval of the CUP. Hofer stated that they believe the property was sold.

D. 2023 Annual Planning Commission Report

Strouse presented a review of the activities of the Planning Commission in 2023.

Sandey asked what was approved. Hofer stated that everything was approved as recommended by the Planning Commission.

Bohlman asked if a record was kept. Hofer stated that all of the staff reports and approvals are on file at the City but kept in multiple pieces. Strouse stated that they reviewed the City record to prepare the review.

E. 2024 Work Plan Discussion

Hofer presented the discussion for the 2024 work plan and asked the commission for feedback.

Johnson asked how the City was performing regarding the action items identified in the action plan. Hofer stated that Action Item 1 has been discussed at a staff

level but has not been initiated for review yet. Hofer stated Action Item 2 was being tracked by the planning department and an ordinance for small corrections and typos would be brought forward when needed. Bohlman stated that the planning department had mentioned providing updates on these processes in the past and that would be appreciated.

Will stated that the process of identifying issues within the code when they are associated with applications is frustrating, but that it is not efficient to always be reading the code to identify issues. Will stated that the joint work session with the City Council and other committees was a valuable experience.

Sandey asked how the implementation of the Comprehensive Plan was going. Hofer stated that measuring progress for a Comprehensive Plan is difficult for many communities, but the implementation of the Strategic Plan in 2023 was a great step forward in this. Sandey asked how staff believed the City was doing. Hofer stated that while they are a consultant, the implementation of the Strategic Plan was a strong step forward and that the City was well positioned for further development or redevelopment in some areas. Hofer stated that the recent Comprehensive Plan Amendment that was approved by Scott County would limit the City's ability to develop to the northwest along Valley View Drive.

6.0 OLD BUSINESS

No old business was discussed.

7.0 PLANNERS REPORT

A. General Updates

Hofer stated they did not have an update.

Sandey asked what the City policy was for tree removal. Hofer stated that the City has standards regarding the removal of significant trees.

Sandey asked about the façade improvement program and where it was used. Johnson stated that they believed the EDA extended the program.

B. Next Meeting – February 13, 2024

8.0 CITY COUNCIL MEMBER UPDATE

Council Member Johnson stated that the Council approved the Brew d'Etat design review.

Hofer stated that there would be an upcoming amendment to the subdivision ordinance to establish how the ordinance should be applied and processed for the extraterritorial

extension enacted by the Council. Hofer stated that the Council enacted a moratorium as well for subdivision in the extraterritorial area.

9.0 COMMISSION MEMBER UPDATE

Schulte stated that they had no update.

Sandey stated that they had no update.

Bohlman stated that they had no update.

Vourlos stated that they had no update.

Will thanked the Commission for their support as the chair. Will stated that one of the issues with the murals discussed at Council was that when murals are supposed to be removed, they are often painted over, rather than to remediate the area to the brick or other façade.

10.0 ADJOURNMENT

Motion by Johnson to adjourn, Second by Johnson. The meeting was adjourned at 8:10 pm.