

**MINUTES OF THE PROCEEDINGS  
OF THE PLANNING COMMISSION OF THE CITY OF JORDAN  
IN THE COUNTY OF SCOTT  
February 13, 2024**

1.0 CALL TO ORDER

**Present:** Jane Bohlman, Sandra Johnson, Ray Sandey, Lea Schulte, Michael Vourlos, Scott Penney, and Jeff Will

**Also Present:** Jeff Matzke, Planning Consultant

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

2.0 ADOPT AGENDA

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

3.0 APPROVAL OF MINUTES

A. January 9, 2023

**Motion by Bohlman to approve of the January 9, 2023 Minutes as presented. Seconded by Schulte. Abstain by Penney. All other commissioners present voted ayes. The motion was declared carried.**

4.0 PUBLIC HEARING

A. Subdivision Ordinance Amendment

Matzke presented the application for a Subdivision Ordinance Amendment regarding land outside the City boundary. Matzke recommended the Planning Commission discuss the item, hold the public hearing, and provided a recommendation to City Council.

Sandey asked the Ordinance Amendment could constitute a taking in lieu of an Orderly Annexation Agreement.

Matzke responded the City Attorney has been involved with the legal review of the Ordinance and an action by the City Council per MN State Statute law allows the City to maintain authority over unincorporated areas within up to 2 miles from the City boundary.

Schulte asked what the blue line on the exhibit map represented.

Matzke responded it represented the outmost boundary of the City sewer service.

Will opened the public hearing at 6:50pm.

Jan Gilmer, 112 Arabian Court – asked for clarification on the amendment and how it would affect the township properties. Matzke responded the properties would be subject to the review by the City of Jordan for subdivisions of lot.

Will closed the public hearing at 6:52pm.

Will asked for comments or a motion to approve ordinance amendment.

Johnson stated this ordinance amendment allows the City of Jordan to maintain control surrounding the infrastructure and development needs at its borders.

**Motion by Bohlman to approve of the Subdivision Ordinance Amendments as presented. Seconded by Will. All commissioners present voted ayes. The motion was declared carried.**

B. Grading & Excavation Ordinance Amendment

Matzke presented the application for a Grading and Excavation Ordinance Amendment regarding clarification of mining in grading projects. Matzke recommended the Planning Commission discuss the item, hold the public hearing, and provided a recommendation to City Council.

Schulte recommended the ordinance consider a smaller fee form small scale projects and a larger fee for large scale projects.

Johnson agreed with the recommendation of fees and stated she doesn't want a grading permit process to be cost prohibitive and therefore not pursued.

Will agreed with the previous comments as well.

Matzke commented such a distinction of fees could be set on the fee schedule.

Will opened the public hearing at 7:15pm.

No public comments were made.

Will closed the public hearing at 7:16pm.

Will asked for comments or a motion to approve ordinance amendment.

Will stated these mining clarifications will help guide future applications so that the proper approvals are granted prior to grading work and the impacts to the surrounding properties are identified as well.

Schulte agreed with Will's comments and added the recommendation that a distinction between small scale and large scale grading permit fees be considered.

**Motion by Sandey to approve of the Grading and Excavation Ordinance Amendments with a separate fee structure for small scale and large scale projects but otherwise as presented. Seconded by Bohlman. All commissioners present voted ayes. The motion was declared carried.**

5.0 NEW BUSINESS

No new business was discussed.

6.0 OLD BUSINESS

No old business was discussed.

7.0 PLANNERS REPORT

A. General Updates

Matzke stated they did not have an update.

B. Next Meeting – March 12, 2024

8.0 CITY COUNCIL MEMBER UPDATE

Council Member Johnson stated that the Council reviewed the Mitchell Concept Plan at the February 11<sup>th</sup> City Council meeting.

9.0 COMMISSION MEMBER UPDATE

No updates.

10.0 ADJOURNMENT

**Motion by Schulte to adjourn, Second by Penney. The meeting was adjourned at 7:27pm.**