

**CITY OF JORDAN, MINNESOTA
ORDINANCE NO. 2024-12**

**AN ORDINANCE AMENDING SUBSECTION 154.045, 154.052, 154.160, AND 154.170
OF JORDAN CITY CODE**

NOW BE IT ORDAINED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF JORDAN AS FOLLOWS:

Section 1. Background.

In the May of 2024, the City Council directed City Staff to consider an ordinance amendment to the Design Review, Site Plan Review, and Industrial Setback Standards.

Section 2. Findings.

- A. The City Council finds there are appropriate amendments to the Design Review and Site Plan Review, and the Industrial Setback Standards.
- B. Subsections 154.045, 154.052, 154.160, and 154.170 of the City Code, is hereby amended as proposed in Exhibit A.

Section 3. Effective Date.

This Ordinance shall become effective from and after its passage and publication.

ORDAINED by the City Council of the City of Jordan, Scott County, Minnesota this ____ day of September 2024.

Mike Franklin, Mayor

Moved by: _____

Seconded by: _____

ATTEST:

Tom Nikunen, City Administrator

Published in the Jordan Independent on the ____ day of ____, 2024.

EXHIBIT A

The following subsections are amended as follows:

§ 154.045 DESIGN REVIEW COMMITTEE.

(A) *Purpose.* The purpose of design review is to ensure the implementation of the vision of the Comprehensive Plan, C-2 Zoning Ordinance and Design Standards for the Central Business District and C-3 Zoning Ordinance and Design Standards for the Highway Commercial District. Design review is intended to assist in offering solutions which are flexible, allowing property owners to work in cooperation with the Jordan Design Review Committee to arrive at a design which protects the integrity of the central business district while achieving the overall vision for the historic character of the downtown.

(B) *Establishment of Design Review Committee.* A Design Review Committee is hereby established. The Committee shall consist of not less than 5 members, nor more than 7 members. The City Council shall appoint the members of the Design Review Committee, with not less than 1 Planning Commission member. The City Council may appoint the Planning Commission to serve as the Design Review Committee. Committee members with architectural, engineering, construction and/or landscape architectural experience are desired.

(C) *Applicability.* Design review shall be required for modifications to the facade of all principal and accessory structures that face a public street as well as the facades of principal and accessory structures that face alleys, where the alley facade is visible from the street right-of-way. Design review is applicable for the following types of development in the Central Business District and Highway Commercial District:

- (1) New commercial structures;
- (2) New residential structures, as permitted by the C-2 or C-3 Zoning Ordinance;
- (3) Projects that alter the height of an existing building by more than 2 feet up or down;
- (4) Projects that require a variance, subdivision approval, conditional use permit, or other zoning permit or amendment;

(D) *Minor improvements.* The following types of minor improvements will require only administrative review:

- (1) Minor exterior alterations to existing buildings, but which do not require separate zoning permits.
- (2) Maintenance of existing buildings requiring a building permit and replacement of materials consistent with the design standards.
- (3) Renovations to commercial structures which require a building permit;
- (4) Renovations to residential structures which require a building permit;
- (5) New, expanded, or renovated accessory structures;
- (6) Changes in color of the facade of an existing structure;
- (7) Projects in which the building design or materials of more than 25% of any single exterior building wall or roof is altered;
- (8) Projects that alter the lot coverage of an existing building by more than 10%;

(E) *Application process.* An application for design review shall be filed with the Zoning Administrator or designee on the prescribed forms and shall include the following:

- (1) Initial meeting with city staff.
- (2) Design review application and checklist.
- (3) Preliminary site development plan including:
 - (a) Site plan at a scale of 1" = 20', illustrating the lot and building, their dimensions and setbacks.
 - (b) Parking lot plan (if on-site) and circulation areas.
 - (c) Entrances and exits, with the primary entrance oriented to a public sidewalk.
 - (d) Open spaces; with proposed vision gates.
 - (e) Location of refuse containers and proposed screening.
 - (f) Adjacent buildings within 300 feet of the site.
 - (g) Grading and drainage plan.
 - (h) Lighting plan.
- (4) Preliminary architectural drawings including:
 - (a) Building elevation drawing with adjacent buildings illustrated.
 - (b) Proposed building height and width.
 - (c) Preliminary floor plan.
 - (d) Building relating to proportion including an identifiable base, mid-section, and roofline.
 - (e) Window details (if changing), including their size, size of the original opening, and transparency of glass.
 - (f) Facade materials, and colors.
 - (g) Roof style and cornice detail.
 - (h) Roof top equipment, if applicable, and proposed screening.
 - (i) Proposed overhangs, awnings or canopies and the proposed material and dimensions.
 - (j) Egress stairs for upper level access and the building materials.
 - (k) Other architectural detail drawings as required by the design standards manual.
- (5) Landscape plan illustrating:
 - (a) Type, size, and quantity of plants.
 - (b) Lawn area.
 - (c) Fences/walls and screening materials.
- (6) Fee. The applicant fee shall be established by City Council resolution.
- (7) Review of application by the Design Review Committee. The Design Review Committee shall review all applications for development as required by this chapter. The Zoning Administrator or designee shall arrange with the applicant a time and place of meeting between the applicant and Committee. The Committee shall make reports and recommendations for each application to the Planning Commission and City Council.

(8) Consideration in review of the application. The Design Review Committee's recommendation shall include but not be limited to:

(a) Site layout and the orientation of the buildings and open spaces as it relates to the design standards for the Central Business District and Highway Commercial District and the harmony with the buildings with adjacent development.

(b) Architectural character as it relates to the intended use of the building, the consistency with the design standards and the compatibility with the adjacent development.

(c) Landscaping as it relates to:

1. The location, height, and material of walls, fences, hedges, trees, and other screen planting to ensure harmony with adjacent development or to conceal storage areas, utility installations or parking lots.

2. The planting of ground cover or other landscape surface to prevent dust and erosion.

(d) Signage and its size, height, color, location, and lighting as it relates to the design standards and zoning ordinance and harmony with adjacent properties.

(e) Parking and ingress/egress as it relates to traffic circulation, safety, and the requirements of the design standards.

(f) Other design standards and guidelines as adopted in the design standards manual.

(9) Conditions. The Planning Commission may recommend the project for approval or denial to the City Council. The City Council shall make the final decision on granting the design approval. The granting of a design permit approval may indicate such conditions as the City Council deems reasonable and necessary to carry out the intent of the Central Business and Highway Commercial District Design Standards.

(10) Findings and decisions. Once the City Council has found the application consistent with the Central Business and Highway Commercial District Design Standards they shall approve the design permit with such conditions as it deems necessary, or otherwise deny the application.

(11) Time limitations on approval. If any development for which design review has been granted is not established within 1 year of the date of City Council approval, the approval shall be deemed automatically revoked unless a written request from the applicant is granted by the City Council.

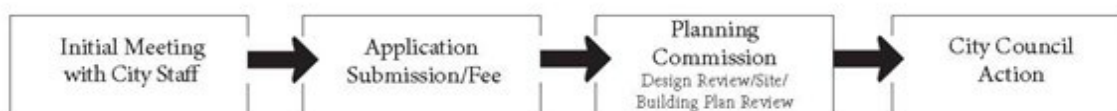
(12) Conformance to approval and site supervision. The Zoning Administrator or designee shall perform site supervision as a part of the building permit procedure for which design permits have been granted and the Zoning Administrator or designee shall follow through to ensure that all provisions and conditions of the design approval are complied with.

(13) Revocation. The City Council may, after holding a public hearing, revoke or amend a design permit approval for either of the following reasons:

(a) The approval of the permit was based on false information submitted by the applicant.

(b) The permit is being exercised contrary to the terms or conditions of approval or in violation of the zoning ordinance or design standards.

Design Review Process



§ 154.052 SITE PLAN REVIEW.

(A) *Purpose and intent.* The purpose of this subchapter is to establish a formal site plan review procedure for commercial, industrial, institutional, and multi-family development projects and provide regulations pertaining to the enforcement of site design standards consistent with the requirements of this subchapter. The site plan review process is intended to ensure that the negative impacts of newly developed properties or redeveloped properties are minimized to the greatest extent possible while maintaining and improving the city's tax base, preserving and enhancing the built environment, promoting the orderly and safe flow of traffic, ensuring compatibility with adjacent developments, the proper orderly development of the city, and compliance with the City Code.

(B) *Scope.* Site plan approval shall be required as a condition to issuance of a building permit for construction or enlargement of any building or structure other than single and two-family dwellings and associated accessory structures.

(C) *Procedures.*

(1) *Application.* A written application for site plan approval, along with the proposed site plan, application fee, and any other information required, shall be filed with the city.

(2) *Required materials.* The applicant shall file with the city 10 24" x 36" copies and 2 11" x 17" copies of the site plan, drawn to scale and dimensioned, with north arrow showing, completed and signed by a registered architect, civil engineer, landscape architect or other licensed design professional as approved by the city. At a minimum, the site plan shall contain the following information:

(a) A current certificate of survey prepared and signed by a Minnesota licensed land surveyor, depicting the following:

1. Scale of plan, at 1" = 50' or less.
2. North point indication.
3. Existing boundaries with lot dimensions and area.
4. Existing site improvements.
5. All encroachments.
6. Easements of record.
7. Legal description of the property.
8. Two-foot contours and spot elevations.
9. Ponds, lakes, rivers or other water features bordering on or running through the subject property.
10. Species, quantity, and diameter of existing vegetation.

(b) A site plan utilizing a copy of the current certificate of survey as a base for the subject property, depicting the following:

1. Name and address of developer/owner.
 2. Name and address of architect/designer.
 3. Date of plan preparation.
 4. Dates and descriptions of all revisions.
 5. Name of project or development.
 6. All proposed improvements, including, but not limited to:
 - i. Required and proposed setbacks.
 - ii. Location, setback, and dimensions of all proposed buildings and structures.
 - iii. Location of all adjacent buildings located within 100 feet of the exterior boundaries of the property in question.
 - iv. Location, number, and dimensions of proposed parking and loading spaces.
 - v. Location, width, and setbacks of proposed curb cuts and driveways.
 - vi. Vehicular circulation.
 - vii. Sidewalks, trails, and walkways.
 - viii. Location and type of all proposed lighting, including details of all proposed fixtures.
 - ix. Species, quantity, and diameter of all existing vegetation to be removed.
 - x. Location of recreation and service areas.
 - xi. Location of rooftop equipment and proposed screening.
 - xii. Provisions of storage and disposal of waste, garbage and recyclables, including details for screening exterior trash/recycling enclosures.
 - xiii. Location, size, and type of water and sewer system mains and proposed service connections.
- (c) A grading/storm water management plan in accordance with the provisions established in § 150.060 and §§ 154.331 through 154.341.
- (d) A landscaping plan in accordance with the provisions of §§ 154.321 through 154.325.
- (e) A lighting plan illustrating the location of proposed lighting units and light generated from the site.
- (f) Other plans and information as required by the Zoning Administrator, including but not limited to:
1. Architectural elevations, color drawings or renderings, and sample building materials or all principal and accessory buildings, identifying type and color of materials used on all exterior surfaces.
 2. Typical floor plan and room plan drawn to scale with a summary of square footage for each use or activity.
 3. Type, location, and size of all proposed signage.
 4. Vicinity map showing the property in relation to nearby highways or major street intersections.
 5. Sound source control plan.

(D) *Process.*

(1) *Staff review.* Upon acceptance of a complete site plan application, the City Planner shall forward the plans to the appropriate review committee members, including but not limited to the City Administrator, City Engineer, City Attorney, Public Works Director, Fire Chief, Police Chief, Building Inspector and any outside agencies or consultants determined necessary for review. The site plan shall be evaluated based on its compliance with the Comprehensive Plan, provisions of this title, and other applicable city codes and policies. The City Planner may (but is not required to) forward the site plan application to the Planning Commission and City Council for approval.

(2) *Review of plans.* Upon receipt of comments, the City Planner shall forward them to the applicant for revision and production of revised plan sets.

(a) *Filing of approved plans.* Upon final action by the City on any site plan, 1 electronic copy consistent with the City approval shall be provided and stamped approved by the City Planner and kept on file. One copy of the approved site plan shall be returned to the applicant.

(b) *Building permit review.* Upon receipt of the approved site plan, the building official will be authorized to release a building permit for the proposed project pursuant to adopted building and fire codes. The site plan approval process does not imply compliance with the requirements of said building and fire codes.

(3) *Site plan amendment.* Any modification deemed not to be minor pursuant to division (D)(3) of this section shall be required to complete a site plan amendment. A site plan amendment is subject to all conditions and approvals required for site plan review.

(4) *Expiration of site plan.* Unless otherwise specified, the approved site plan shall become null and void within 1 year of the date of approval unless the property owner or applicant received a building permit and commenced construction of improvements on-site. Extension requests shall be submitted in writing at least 30 days prior to expiration of the site plan and shall state facts showing a good faith effort to complete work permitted under the original approval.

(5) *Financial guarantee.* The city may require a performance bond or escrow in an amount equal to 100% of the estimated cost to complete the site and landscape plan improvements, exclusive of structures, to be filed with the city.

(6) *Fees.* The applicant shall provide an application fee, pursuant to § 154.040. The fee shall be set by resolution of the City Council in the fee schedule from time to time. In addition to the application fee, the applicant shall pay all costs incurred by the city for legal services, engineering services, and services of other persons or entities employed by the city (other than city staff personnel) for, or in any way involved in, the review and inspection of the site plan. Under no condition shall the fee be refunded or waived for failure of the city to approve the site plan.

TABLE D: INDUSTRIAL LOT REQUIREMENTS (See §§ 154.160 through 154.170 for complete lists).

	Minimum Lot Size	Lot Width	Front Yard Setback	Rear Yard Setback	Side Yard Setback
I-1 Light Industrial District 154.160	Lot Area: 43,650 sq ft (1 acre)	150 ft	50 ft 30 ft	20 ft	<i>Internal Lot: 15 ft</i> <i>Corner Lot: 25 ft</i>
I-2 General Industrial District 154.170	Lot Area: 43,650 sq ft (1 acre)	150 ft	50 ft 30 ft	20 ft	<i>Internal Lot: 15 ft</i> <i>Corner Lot: 25 ft</i>