



**City of Jordan
City Planning Commission
April 14, 2009**

Members Present: Chair Terry Jeffery; Council Representative Jeanne Marnoff; Dawn Benko; Rolf Hafslund; Rob Mishica; John Watkins

Staff Present: Senior Planner Joe Janish; Planning Consultant, Joanne Foust, MDG Inc; City Administrator Ed Shukle

Others Present: Mayor, Pete Ewals; Economic Development Authority Member, Ray Sandey; Jon Lee, Herb Baldwin, Charles Woods, Randy Breeggemann, Vanessa Morrell, 1000 Friends of Minnesota, Thom Boncher, Mara Wallach, Ron Jabs, Jan Gilmer

1.0 Call to Order.

Chair Jeffery called the Planning Commission to order at 6:32 pm.

2.0 Adopt Agenda.

Senior Planner Janish noted that a Public Hearing was scheduled this evening for a start time of 7:30 pm or there soon after.

Motion Marnoff seconded by Mishica to approve agenda as submitted. Motion unanimously approved.

3.0 Approval of Minutes.

Motion Mishica, seconded by Hafslund to approve the March 10, 2009 minutes. Motion unanimously approved.

4.0 Public Hearings. (This item followed the CGO portion of the meeting).

A. Code Amendment – Aviation Requirements

Senior Planner Janish indicated as part of the Met Councils review of the City's Comprehensive Plan it was discovered the City of Jordan does not have an ordinance addressing potential airspace obstructions and notification to the Federal Aviation Administration (FAA) and Minnesota Department of Transportation (MnDOT). Mr. Janish in order to comply with the Met Council FAA and MnDot requirements, the Planning Commission would need to hold a Public Hearing on the draft ordinance before them this evening. Planner Janish noted the ordinance requires an applicant of structures equal to or

greater than two hundred (200) feet above ground level; or the alteration of any structure to a height which is equal to or greater than two hundred (200) feet above ground level shall notify the Minnesota Department of Transportation Commissioner and the Federal Aviation Administration Commission of said proposal at least thirty (30) days prior to the City Council's Consideration of request. The applicant would also need to provide evidence to the City verifying the Minnesota Department of Transportation and the Federal Aviation Administration have been notified of the proposed structure prior to the City Council approval.

Chair Jeffery opened the Public Hearing at 8:03 pm.

Chair Jeffery questioned if anyone was present to make any comments. With no comments received or taken.

Chair Jeffery closed the Public Hearing at 8:04 p.m.

Motion Mishica seconded by Marnoff to make a positive recommendation to the Jordan City Council on the aviation requirements. Motion unanimously approved.

5.0 New Business.

None.

6.0 Old Business.

A. Community Growth Options (6:30 p.m. start; other agenda items followed)

Joanne Foust, Principal, Municipal Development Group, INC. noted at the last meeting which was held on March 10, 2009 the Planning Commission reviewed various maps with data relating to existing structures and lots in the Central Business District. The Planning Commission had requested to have the Historic Properties map be updated.

It was also requested that the age of the structures be verified with the County Assessor's Office. Foust noted the County Staff noted these are approximate years the buildings were constructed, rather than the exact construction date.

A Central Business District Visioning Session was held on March 31, 2009 which had 38 people in attendance. Foust noted copies of the PowerPoint presentations from the meeting are posted at the following link: http://www.municipaldevelopmentgroup.com/mdg_09_038.04. This link also includes the presentation by Bonnie McDonald, Executive Director of the Preservation Alliance of MN, who was the keynote speaker. Ms. McDonald discussed the economic, community and environmental benefits of historic preservation districts as well as historic preservation ordinances and design guidelines. Joanne Foust also noted, to date the Planning Commission/CGO committee has only discussed design standards and the creation of a historic preservation overlay district and/or heritage preservation commission has not been discussed.

Foust also reviewed the results from 27 visual preference surveys and provided summaries of the Asset and Challenges of the Central Business District.

Commissioner Mishica questioned if it would be possible to use a web-based survey in order to obtain input from a larger representation of the community and obtain more input from business owners.

Commissioner Hafslund questioned how the criteria and explanation of how a historic preservation overlay is created. Foust noted the overlay is put in place and boundaries are established based on the criteria identified by the City. The overlay works over time and is not necessarily an immediate fix.

EDA Chairperson Sandey questioned the type of people on a historical preservation committee and noted most typically do not have “skin” in the game” which could become a concern in the future.

Chair Jeffery questioned what “area” would an overlay district cover? Would it be multiple districts based on several time periods or would it be on district over the entire Central Business District, and also questioned how buildings directly “outside” the preservation overlay district would “blend” in with the overlay district.

Foust also reviewed the current zoning ordinance for the Central Business District and included potential conflicts with the existing language and items to consider as a result of the community input received to date where also discussed.

Commissioners discussed creating a maximum setback for buildings within the Central Business District. Discussions centered on allowing for areas for sculptures, gardens or tables. It was also discussed if a maximum setback was created it would have to allow for proper visual lines. The setbacks would also need to allow for safe accessibility to the building for emergency vehicles along with pedestrians.

Commissioners also noted that alleyways are part of what makes up the downtown area.

Discussion also occurred about the current maximum height of five (5) stories. It was noted that some older buildings have tall first floors which create part of the atmosphere of the historic buildings. Staff was given direction to limit the height of structures to three (3) stories at this time and can review this item again in the future.

Commissioner also discussed that deliveries to the businesses downtown may become an issue in the future if certain uses are permitted in the downtown. Manufacturing was discussed as one use in which this may become a problem in the future. If a company is offloading large vehicles parking and traffic may become blocked and could deter people from visiting or locating downtown. Commissioner Mishica noted it may be possible to limit the number of employees which could help to regulate the limited on-street parking.

Chair Jeffery questioned if the new ordinance would reference other chapters of the zoning code. Jeffery commented that staff should look both at making the code all inclusive and also about referencing chapters and determine which would best to implement.

Discussion also occurred about the current make-up of the architectural committee consisting of the City Administrator or designee, Zoning Administrator, and Building Inspector.

The Planning Commission/CGO Committee also discussed the Design Charette. As Foust outlined this would include a design charette in which a registered architect and landscape

architect assist in visually applying suggested design standards or zoning regulations to actual buildings in Jordan's Central Business District. Utilizing input from participants, a plan and elevation for a selected site would test proposed landscaping, scale, heights, massing and roofs, openings, signs, exterior material and detail recommendations of the CGO Committee and community. This date would then be used to develop the design standards or document. Staff provided two alternative dates for the meeting: Thursday May 7th or Tuesday May 12th. Foust noted it is expected for the activity to take 60 to 90 minutes.

The Planning Commission noted it would be preferred to hold the event on Tuesday May 12th at Jordan High School, with a second preference of holding the event on Tuesday May 12th at Minnesota Valley Electric Cooperative, and a third choice of at Jordan High School on May 14th.

The Planning Commission also suggested using the West Side of Broadway between 1st and Water street because it has buildings from different time periods.

7.0 Planners Report.

None.

8.0 Commissioner Report.

None.

9.0 Adjournment.

*Motion, Hafslund seconded Mishica to adjourn the Planning Commission meeting at 8:20 p.m.
Motion unanimously approved.*

Respectfully submitted,

Joe Janish
Senior Planner