



**City of Jordan
City Planning Commission
Regular Meeting February 14, 2012**

Members present: Rolf Hafslund, Gene Flynn, Jeff Will, Sally Schultz, Jeanne Marnoff and Tom Sand.

Staff present: Joanne Foust- Planning/Economic Development Consultant,

Others present: Council member Joe Thill and Jim Holle of Frandsen Bank.

1.0 Call to Order.

Chair Rolf Hafslund called the meeting of the Planning Commission to order at: 6:30 p.m.

2.0 Agenda.

Motion by Marnoff, seconded by Schultz to adopt agenda as presented. With all in favor, the motion carried 6-0.

3.0 Approval of Minutes.

Motion by Will, seconded by Sand to approve the January 10, 2012 meeting minutes as presented. Motion carried 6-0.

4.0 Public Hearings. No public hearings were scheduled for the evening.

5.0 Business

A, Sign Ordinance Discussion.

Joanne Foust, Principal with Municipal Development Group, Inc. presented updated sign ordinance information to the Planning Commission. A recap of modifications made as a result of the January meeting was provided.

The Planning Commission reviewed 51 definitions relating to the Sign Ordinance and make minor modifications to several. Foust will update the definitions section accordingly. Foust noted that the City Attorney has reviewed the draft ordinance and is researching a few of the definitions further including "civic sign".

Electronic message boards or dynamic signs were also discussed. Jim Holle of Frandsen Bank was present to share information and insight on the topic as the bank currently owns and operates this type of sign. The Commission reviewed proposed criteria. It was the consensus of the Commission to add a requirement that advertising space cannot be sold for civic sign purposes. Holle was very supportive of adding language to allow the posting of community messages on signs. He requested businesses be allowed to determine which messages to post.

The Commission discussed the final draft of the sign ordinance. The Commission requested the height of monument signs commercial and industrial districts be reduced to eight feet.

An email from the Minneapolis Area Association of Realtors was read. It was requested that residential real estate signs be allowed to be 8 to 10 square feet in size versus the proposed six square feet to accommodate an additional panel on the top for "Sold", "Pending" or website information. The Commission concurred and requested this be changed to 10 square feet. It was also requested that text be added to allow temporary directional signs to open houses, etc. The Commission discussed a section

in the ordinance that does allow trailblazing signs with the Council's approval, but did not wish to amend the text to allow this for all uses.

Commissioners requested the language relating to real estate signs for properties versus developments and their respective allowable sizes be clarified.

Foust noted the next steps include incorporation of changes into the Sign Ordinance, letters to Chamber of Commerce, Commercial Club and EDA members, an article in the newspaper and scheduling of an open house. The Commission will conduct a public hearing and incorporate changes prior to the recommendation going to the City Council.

B. Planning Commission Background.

Foust referenced a memo from City Planner Joe Janish regarding an inquiry received from an individual who lives in an adjacent township, who has expressed an interest in serving on the Planning Commission. A letter from Council member Thom Boncher was also referenced, which encouraged membership on the Commission to be only by residents of the community.

The Commission discussed the Planning Commission composition and noted that while individuals in the township may contribute greatly to community events, the school and the like, it appears to be in the best interest to retain the current requirements which require a member to reside in the city or an area under an orderly annexation agreement; which is not the case. *With no proposed change, no formal action was taken.*

6.0 Old Business.

A. Highway Commercial Architectural Requirements.

Commissioners discussed a joint workshop conducted with the City Council relating to highway commercial architectural requirements, and the vision for buildings in the highway commercial corridor.

Commissioner Flynn recommended new owners of lots be contacted and informed of zoning requirements prior to their development of plans if possible. The development of a packet of information to provide to realtors was also discussed.

The Commission concurred that it would be beneficial to have architecturally prepared illustrations which show how elements from the downtown architecture could be integrated into highway commercial buildings.

The Commission recommended the development of a Request for Proposals for an architect to meet jointly with the Planning Commission and City Council to and develop designs which capture the mutually agreed upon vision for highway commercial architectural requirements.

7.0 Planner's Report.

Foust referenced an email from Jack Evens to City Planner Joe Janish regarding the re-use of the downtown building previously occupied by Thelemann's Dental office. Foust noted Janish had offered to bring forward the email as an "informal" discussion which would not be treated as a formal request, the applicant agreed to the informal presentation. He asked for consideration to allow the renovation of the back portion of the main floor into a two-bedroom dwelling. He does not meet required "green-space" requirements. Commissioners expressed concern with off-street parking and the green space. The Commission acknowledged the correspondence but noted the proposed re-use does not meet ordinance requirements.

There will be a LEGO's 401 session at the April 16, 2012 City Council Workshop. Commissioners were encouraged to attend.

8.0 Commissioners' Reports.

Commissioner Sand reported that the winter walkathon will be held on February 25, 2012.

Commissioner Will noted that he has attended a couple of City Council meetings. The Council recently approved a site plan for the second phase of a mini storage facility project, previously reviewed and approved by the Planning Commission.

9.0 Adjournment.

Member Marnoff made a Motion, Sand seconded, to adjourn the meeting at 9:28 p.m. The Motion was approved unanimously.

Respectfully Submitted,

Joanne Foust
Consulting Planner
MDG, Inc.