



**City of Jordan  
City Planning Commission  
Regular Meeting January 14, 2014  
Jordan Council Chambers**

**Members present:** Chair Tom Sand, Vice Chair Gene Flynn, Jeanne Marnoff, Lance Schmitt, Sally Schultz, and Council Representative Jeff Will (6:45)

Not Present:

**Staff present:** Corrin Wendell, Senior Planner; Ed Shukle, City Administrator; Joanne Foust, Planning Consultant; Lorne Kohnen, Building Official; and Laura Chamberlain, Planning Intern

Others Present: Rolf Hafslund; Thom Boncher.

**1.0 Call to Order**

Chair Tom Sand called the meeting of the Planning Commission to order at: 6:31 p.m.

**2.0 Adopt Agenda**

*Motion by Marnoff, seconded by Flynn to adopt agenda as presented. With all in favor, the motion carried 5-0.*

**3.0 Approval of Minutes**

**A. November 12, 2013 Regular Meeting Minutes**

*Motion by Schmitt, seconded by Schultz to approve the November 12, 2013 meeting minutes to approve minutes as presented, the motion passed 5-0.*

**4.0 Public Hearing**

**A. Chapter 154 – Zoning Map Amendments**

Planning Consultant Foust introduced the three parcels to be considered for rezoning in order to comply with the Comprehensive Plan. The parcels are 920 Syndicate Road from R-1 to R-3, 102 Sawmill Road from RR to R-1, and PID 229300020 from R-1 to R-3.

Chair, Tom Sand, opened the Public Comment at 6:38 p.m.

Planning Intern Chamberlain read a public comment summary describing concern over the rezoning of PID 229300020 (from now on referred to as “the Wayside parcel”). A local resident was concerned that the parcel has too many easements from the highway, Sand Creek, and the railroad to make that parcel profitable. Chamberlain then described research performed by the City Staff that found the parcel is completely covered by a MNDOT Trunk Highway Easement, making the parcel undevelopable. MNDOT has stated in the past that they would be willing to release the easement if the parcel were used as a park. However, MNDOT is not the underlying owner, or fee owner, of the property. The heirs of Alexander and Julian Ruppert still have ownership. Chamberlain added that this issue arose in 2005, but remained unresolved. City Staff and the City Attorney need to work with Scott County to resolve this issue.

No public comment about 920 Syndicate Road or 102 Sawmill Road.

Chair Sand closed the Public Comment at 6:41 p.m.

The Planning Commission opened their discussion. Commissioner Schultz asked if the Commission could table the rezoning concerning the Wayside parcel and approve the other two. Chair Sand agreed that the Commission should make sure to get it right before passing the rezoning on that parcel.

*Motion by Schultz, second by Schmitt to table the rezoning of parcel PID 229300020 until City Staff and the City Attorney have more information on ownership and use of the property. The Commission recommends the City Council approve the proposed rezoning for the remaining two parcels, 920 Syndicate Street & 102 Sawmill Road. Motion passed 6-0.*

## **5.0 New Business**

### **A. Building Inspector Update**

Senior Planner Wendell introduced the Planning Commission's request from the November 12, 2013 meeting to meet with the City Building Inspector to discuss the Inspector's role and responsibilities regarding Site Plans. Building Official Kohnen presented to the Planning Commission a new process to alleviate the situation. For any Site Plan that has been approved by the Planning Commission and City Council, it will be stated on the permitting documents so the Building Inspector knows to bring it back to Planning Staff if he notices any changes, minor or major to the building plans.

Council Representative Will raised concern that the past process put a bad influence on developers.

Kohnen emphasized that better communication is key between Planning Staff and the Building Official; putting the stipulation on the inspector card will help increase that communication.

At Chair Sand's request, Kohnen then listed the required inspections required at certain steps in the building process for residential and commercial/industrial buildings. Will questioned if a builder decides to add value through cosmetic changes to the building, the City could be missing out on permit fees. Kohnen clarified that building permit fees are based on value, which is based on square footage of the building, and any changes to square footage in the plans would be caught by the Building Inspector and sent back to the City.

Chair Sand expressed that the plan arranged by Kohnen and Wendell seems like it would work to prevent changes to Site Plans in the future.

### **B. Downtown Master Plan Advisory Committee**

Senior Planner Wendell introduced City Council's approval of the Downtown Master Plan and the EDA's recommendation for the formation of a Downtown Advisory Committee. The Downtown Advisory Committee will have a representative from the EDA and the Planning Commission. Wendell called for nominations of a Commissioner to represent the Planning Commission on the Downtown Advisory Committee.

*Motion by Sand, second by Marnoff to nominate Vice-Chair Gene Flynn as the Planning Commission representative on the Downtown Advisory Committee. Motion passed 6-0.*

### **C. Parks, Trails, & Natural Resource Master Plan Implementation**

Planning Consultant Foust introduced the recommendation of the Park and Recreation Commission to review the changes to the Subdivision Ordinance updating the Parkland Dedication fee formula, in compliance with 2006 State Legislation, and call for a public hearing.

Chair Sand commented that the formula table makes more sense than the previous method.

*Motion by Flynn, second by Schmitt to call for a public hearing regarding the Park and Recreation Commission's recommended text amendments to the Subdivision Ordinance of the City Code. Motion passed 6-0.*

**D. Planning Commissioner Call for Applications**

Senior Planner Wendell announced to the Commission that the terms of Commissioners Marnoff and Hafslund have ended and neither will continue a new term. We thank them for their years of service. Vacancies will be advertised in the traditional channels and the Commission will interview applicants as they come in.

**6.0 Old Business**

None

**7.0 Planners Report**

A. Next Regular Meeting – Tuesday, February 11, 2013

**8.0 City Council Member Update**

None

**9.0 Commissioner Report**

None

**10.0 Adjournment**

*Commissioner Flynn made a Motion, Schmitt seconded, to adjourn the meeting at 7:54 p.m. The Motion was approved unanimously.*

Respectfully Submitted,  
Laura Chamberlain, Planning Intern