

**MINUTES OF THE PROCEEDINGS
OF THE PLANNING COMMISSION OF THE CITY OF JORDAN
IN THE COUNTY OF SCOTT
MAY 12, 2020**

1.0 CALL TO ORDER

Present: Tom Sand, Brenda Lieske, Jane Bohlman, Bob Bergquist, Robert Whipps, Bill Heimkes

Also Present: Lucinda Meyers, Senior Planner, Nathan Fuerst, Planner/Economic Development Specialist, Megan Pavek, Planning Intern

Meeting called to order at 6:30 pm.

2.0 ADOPT AGENDA

Motion by Heimkes, second Lieske to adopt the agenda as presented. Vote all ayes. Motion carried.

3.0 APPROVAL OF MINUTES

A. April 14, 2020

Motion by Bergquist, second Whipps to approve the minutes as presented. Vote all ayes. Motion approved.

4.0 NEW BUSINESS

A. PUBLIC HEARING: Zoning Amendment- City Code Section 154.224 (L)

Planner Fuerst presented the Staff report, the item is part of action item 4 on the Planning Commission's 2020 Strategic Plan, to amend code language relating to the General Industrial (I-2) District. This item was brought to the planning commission in tandem with item 4.0 B site plan review for 851 Enterprise Drive, to eliminate the need for a variance.

City code section 154.224 (L) allows parking areas within ten (10) feet of property boundaries in Front and Side Yard Areas of the Light Industrial (I-1) Zoning District. Staff noticed the General Industrial (I-2) Zoning District was omitted from this section for no apparent reason. Generally, development intensity is intended to increase from the I-1 to I-2. Therefore, it is staff recommendation that City Code Section 154.224 (L) be amended to include the I-2 Zoning District. A minimal amount of text will be added in order to accomplish this.

The public hearing notice for this zoning text amendment was published. Chair Sand opened up the public hearing at 6:37 pm. No comments were received, and the public hearing was closed at 6:38 pm.

Bergquist inquired about the conditions attached to this code section. Heimkes inquired why the parking lot needs requires a curb if it is paved. City Code Section 154.224 (L) mandates that off-street parking may be extended within 10 feet of the lot line with the following conditions:

1. The parking shall be for at least 6 vehicles
2. A solid bumper, curb, or fence not more than 3 ½ feet in height shall be constructed so that no part of a park vehicle can extend into the yard setback area.

Fuerst added that it is standard for curbs to be required for all parking lots in the City. Heimkes inquired whether the curb was on top of the parking lot. Fuerst responded that the curb would be located around the parking lot to ensure effective performance. It is not anticipated to be too costly. Whipps added that curbs, bumpers, and fences had been installed in the past, in case individuals improperly park their vehicle, endangering themselves or others. Sand agreed and noted that this came up recently with the lot owned by Jim Terwedo.

Motion by Bergquist to approve the amendment and recommend it to City Council for approval, second Whipps. Vote All ayes. Motion Approved.

B. Site Plan Review for 851 Enterprise Drive

Planner Fuerst presented the site plan review request to develop the property located at 851 Enterprise Drive. This parcel is in the General Industrial (I-2) Zoning District, and the property owner is proposing to build a structure onsite. It will be a speculative building, meaning that there are no known tenants yet. The building plans indicate a standard industrial building. The floor plan showed adequate space for one large, and two smaller tenants. The site plan proposed meets all setback, parking, driveway, and landscaping requirements. There is a proposed parking area which is 10 feet from the front lot line. This is where the zoning text amendment from item 4.0 A applies, if the amendment is not approved, the applicant will also have to apply for a variance to City Code.

Fuerst explained that there are trees on this property which will need to be removed. Bergquist inquired how many, and Fuerst responded that there were about 20. Applicant has provided a tree inventory, as well as a tree removal and landscaping plan. Bergquist inquired whether the uses of surrounding parcels were strictly industrial. Fuerst confirmed this and stated that this parcel was completely surrounded by other parcels located in the I-2 district. He also noted that there were some parcels located in the I-1 district, further to the Southwest.

If the Planning Commission is satisfied with application for site plan review as presented, it should recommend City Council approval contingent upon the conditions provided. The conditions provided include that all comments outlined in the engineer memo must be addressed prior to issuing permits, the developer shall obtain all necessary permits prior to beginning work onsite, and the property owner must apply for a signage plan if signage is ever desired onsite.

Motion Whipps, second Lieske to recommend City Council approval of the application for site plan review, contingent upon the conditions outlined above being met. Vote all Ayes. Motion Approved.

5.0 OLD BUSINESS

A. Parkland Dedication Inventory and Analysis and Ordinance and Fee Recommendation from Bolton & Menk

Bohlman arrived at 6:55 pm.

Senior Planner Meyers presented Agenda Item 5.0 A which discussed a proposal from Bolton and Menk to determine an appropriate park dedication requirement for future developments, per the request of the Planning Commission. Meyers expressed hope for a robust discussion and feedback from the commission. The scope of this study is divided into two main tasks; a large-scale park and trail inventory and analysis, and a resultant recommendation for a defensible Park Dedication requirement for new development.

Bolton and Menk has detailed the implementation of a fee schedule that can be continually updated on a regular basis. Meyers noted this as particularly useful. She also explained this study would require roughly 123 hours of work from Bolton and Menk staff, resulting in high costs and expenses. She stated that this information is necessary in order to effectively plan and maintain the City's park system. Longer range park planning is highly valuable, and the last time the City engaged in similar aspirations was over ten years ago. The City received a grant to produce a Master Park Plan which was completed in 2010. Since its completion, the plan has not been updated, and is no longer useful. Meyers presented two potential options to decrease the costs associated with the study; apply for grants and hire an intern to complete most of the field work.

Hiring an intern is considered a feasible option because most of the procedure is laid out by Bolton and Menk, and would consist of collecting data in the field. The intern would operate under the supervision of City staff and guidance of other consulting professionals, while still completing a majority of the work. The City has the budget for two interns, and there is currently only one.

Sand stated that consensus from City Council on the cost would be needed in order to move forward. Meyers acknowledged that the current economic situation resulting from the COVID-19 pandemic is not ideal, and choosing to press pause on the study for the

time being is an option. Heimkes stated that unless the costs were much less, it would be very difficult to sell to the council. Whipps stated interest in the potential of using grants as a form of partial funding. He also stated that task 2 should take priority over task 1 so that issues with the parkland dedication fee can be resolved sooner. He expressed that the entire study would be too expensive to complete. Bohlman inquired whether staff would be able to locate a sizeable grant to help with funding. Meyers responded that she had yet to begin any grant research, but identified the DNR as an example of an entity that could provide grant funds. Bergquist expressed that he was not confident in the idea of relying on a grant for funding. Lieske inquired on how critical the study was. Meyers responded that it was not necessarily a high priority item, but that it should be dealt with sooner rather than later so that the park system is accounted and planned for as development comes in. The City has a parkland dedication fee in place, but it's not as effective as it could be.

Bergquist stated that at least there is something in place for the time being until this can be resolved. Sand inquired about the fee structure. Meyers responded that the first step is analysis of the current park system, and the second step is the recommendation and ordinance change. She explained that it would be difficult to arrive at a solution without an adequate study. Most of the inventory and analysis can be done in house, and therefore billable hours from the consultant would decline significantly. Sand inquired on an estimate for how much the cost would decline by using an intern. Meyers responded that she did not have those numbers, but will further research the feasibility of an intern completing a large portion of the study. Sand agreed with using the intern since it is already budgeted. Meyers stated that guidance would still be needed from the consultants. Staff will begin to search for grants, and calculate the new cost of the study with supplemented intern work, if feasible. No motion required.

6.0 PLANNERS REPORT

Staff is continuing to work with developers on future projects. No formal applications have been submitted yet, so they were unable to give further detail. Spring is always a very busy time for planners, and staff has been communicating with residents non-stop while working from home. Planning staff are still receiving numerous inquiries and doing their best to review permits as quickly as possible so that project timelines are efficient. If all goes well, City Hall will reopen on May 18th. By the next meeting, Planner Fuerst hopes to report that the City of Jordan's GreenStep submission will be processed, and Step 4 will be attained.

7.0 CITY COUNCIL MEMBER UPDATE

8.0 COMMISSION MEMBER REPORT

Lieske requested more affordable housing opportunities for older individuals within the community. Sand added that information regarding Brentwood Terrace was finally sent out, so that is a good sign that things are still moving quickly on that end.

9.0 ADJOURNMENT

Motion by Bergquist, second Bohlman, to adjourn at 7:21. Vote all ayes. Motion carried.

Tanya Velishek, Mayor

ATTEST:

Tom Nikunen, City Administrator