



**CITY OF JORDAN
PLANNING COMMISSION
Regular Meeting Agenda**

**Tuesday, July 14, 2020
6:30 P.M.**

City of Jordan Council Chambers
116 First Street East, Jordan MN 55352

- 1.0 CALL TO ORDER
- 2.0 ADOPT AGENDA
- 3.0 APPROVAL OF MINUTES
 - A. Planning Commission Meeting Minutes - June 9, 2020
- 4.0 NEW BUSINESS
 - A. Outdoor Storage and Outdoor Display in the General Industrial District (I-2)
- 5.0 OLD BUSINESS
 - A. 2020 Planning Commission Strategic Plan Update
- 6.0 PLANNERS REPORT
 - A. General Updates
 - B. Next Meeting- August 11, 2020
- 7.0 CITY COUNCIL MEMBER UPDATE
- 8.0 COMMISSION MEMBER REPORT
- 9.0 ADJOURNMENT

Contacts

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**MINUTES OF THE PROCEEDINGS
OF THE PLANNING COMMISSION OF THE CITY OF JORDAN
IN THE COUNTY OF SCOTT
JUNE 9, 2020**

1.0 CALL TO ORDER

Present: Brenda Lieske, Jane Bohlman (6:40PM), Bob Bergquist, Robert Whipps, Bill Heimkes

Also Present: Lucinda Meyers, Senior Planner, Nathan Fuerst, Planner/Economic Development Specialist

Meeting called to order at 6:30 pm.

2.0 ADOPT AGENDA

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

3.0 APPROVAL OF MINUTES

A. May 12, 2020

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

4.0 NEW BUSINESS

A. PUBLIC HEARING: Request for Design Review, Conditional Use Permit for Outdoor Dining and Variance to Awning Projection Requirements for 205 Broadway St. S.

Bohlman joined the meeting at 6:40 pm.

Planner Fuerst presented the three applications that have been submitted to the City by Joe Grannes LLC for 205 Broadway St. S. otherwise known as the location of the Pickled Pig Bar and Restaurant. The Subject Property is located in the C-2 Zoning District within Historic Downtown Jordan. Located at the intersection of Broadway and First Streets, the Subject Property is very prominent, and according to MnDOT, over 15,000 people pass by each day.

Request for Design Review

A different façade design is proposed from what was approved in June 2019. During the work to improve the façade, stucco and the old awning spanning the building along Broadway Street were removed, revealing more brick work than originally anticipated. Since then, an updated proposal was submitted and reviewed by staff. It was determined that the proposed color scheme did not meet design standards because the awnings were black, which is not allowed as a primary or accent color in the Central Business District Design Standards Manual Color Palette.

Staff recommended the following conditions:

1. Change the awning color to comply with the C-2 Color Palette.
2. Select an appropriate accent color for the upper floor window trim
3. Implement a ground floor color that promotes consistency
4. Replace material of wooden main entry door with glass
5. Depict location of all proposed outdoor light fixtures
6. Submit a sign permit application
7. Comply with occupancy requirements for the proposed patio, per State Building Code.

Conditional Use Permit for Outdoor Dining

Staff reviewed this application and determined all standards required for a conditional use permit are met. Bohlman inquired about how many people the patio would be able to fit. Fuerst responded that the applicant had stated a capacity of 15 people standing in the application. Additionally, the City Building Inspector had since commented that roughly 8 people could fit seated on chairs or stools.

Staff recommended the following conditions:

1. Location and size of outdoor seating area remain consistent with approved site plan
2. A minimum of four feet of fence shall enclose this area
3. Outdoor seating or standing shall only be located within the 64 square foot area designated on the site plan
4. Hours of operation must occur between 10am-9pm Sunday through Thursday, and 10am-10pm on Friday and Saturday.
5. Exterior sound equipment and live music shall be allowed no later than 8pm Sunday through Thursday, and 9pm Friday through Saturday.
6. Lighting is permitted so long as it is directed perpendicular to the ground or directly on the building so no direct rays are visible.
7. All garbage shall be stored within the building or the dumpsters.
8. No alcoholic beverages shall be served to persons outside of the designated outdoor seating area. Clear signage shall be posted to reflect and enforce this regulation.
9. All required permits shall be obtained prior to starting any work.

Variance to Awning Projection Requirements

The awnings are located above the main entrance and the proposed outdoor dining area. The awning over the outdoor dining area will cover the area entirely, but won't project beyond property boundaries. Staff reviewed this application and determined all standards had been met to receive a variance.

Fuerst concludes his presentation stating three separate motions are required.

Vice Chair Bergquist opened the public hearing at 7:02 pm.

Heimkes expressed concern over the restrictions being put on small businesses by the City, and stated that a fence around the outdoor dining area seemed excessive. Senior Planner Meyers responded that state statute imposed a number of requirements that must be met in order to receive a liquor license for outdoor seating, so staff is merely enforcing state regulations by recommending the requirements. The building occupancy, and therefore outdoor dining capacity is limited due to total square footage of the building itself, not because of extra restrictions enforced by the city.

Heimkes inquired about whether staff is only enforcing state regulations, or if additional restrictions are imposed by the City. He suggested that if there are additional restrictions on top of the state regulations, it would be problematic. Fuerst responded that it was within the ability of the Planning Commission to omit some of the conditions of approval before passing the motion if they are believed to be too excessive and burdensome on the applicant.

Whipps stated that the applicant had requested monetary aid from the city for the façade improvements, and therefore some portions of the project require more oversight. Whipps also stated that the various colors proposed for the exterior of the building did not flow well together, and looked disjointed. Whipps was not in favor of excessive restrictions either, but if the applicant continued to request EDA funds for the improvements, he believed the commission had the right to implement more restrictions and express their opinions.

Whipps also inquired about whether there was a secondary fire escape proposed. All of the other outdoor patios in the city had to meet this requirement before they were approved to have outdoor dining. Grannes responded that they are planning to install a gate with the proposed fence, and will implement whatever the building inspector requests.

Heimkes inquired about being able to speak with the property owner in person at the next city council meeting. Fuerst responded that these applications would most likely be presented to the council at the July 6th meeting. Lieske inquired about whether Grannes could foresee having any issues with putting signage on the black awnings. If text or speech was added to the awnings, they would be considered signage, and black signage would be allowed in the C-2. Grannes would prefer not to put signage on awnings because if extenuating circumstances cause the business to close, he would like to reuse them if possible. He also stated that none of the colors used in the design plan are solidified, and he is open to changing any of them at the commission's discretion. The colors were initially chosen to be as neutral as possible.

Whipps stated that if the property owner is open to changing the proposed exterior building colors, he would not have a problem voting on the other items. He agreed with Bergquist that other colors like burgundy or green should be used instead of gray.

Vice Chair Bergquist closed the public hearing at 7:21 pm.

Motion by Heimkes, second Lieske, to recommend approval of the request for Design Review at the City Council.

Motion by Lieske, second Heimkes, to recommend approval of the request for a Conditional Use Permit to the City Council, pursuant to the conditions outlined by staff.

Motion Whipps, second Bergquist, to recommend approval of the request for a Variance to the City Council, pursuant to the conditions outlined by staff.

5.0 OLD BUSINESS

6.0 PLANNERS REPORT

A. General Updates

Staff has started working out of city offices full time now, but are still encouraging residents to pursue contact-free methods of communication via phone, email, and drop-box. The Deputy Registrar has been opened, and is one of three locations to open throughout the entire state. People from all over Minnesota have been traveling to Jordan to utilize these services. The Planning Department has received many inquiries and applications for home improvements. An individual has recently contacted the department inquiring about opening a new business downtown and staff is optimistic that this will come into fruition this summer, along with the opening of the new Mousse Winery. Staff is also working with another property downtown to construct an addition, and add further investment to the community.

Updates have been made to the 2020 Strategic Plan, which will be presented to the Planning Commission at the next meeting. Planner Fuerst reported that Jordan has officially advanced to Step 4 in the GreenStep Cities program.

B. Next Meeting- July 14, 2020

7.0 CITY COUNCIL MEMBER UPDATE

The final preliminary design for the 169 Interchange project was approved at the last meeting, so now staff is able to start applying for funding.

Construction for the bridge project has fallen behind, and there was discussion held on that as well.

8.0 COMMISSION MEMBER REPORT

Bohlman stated that she had observed creative outdoor dining practices in Belle Plaine and wondered if the city could incorporate something similar. Whipps stated MnDOT had approved encroachment into the Right-of-Way, and that space could now be utilized by businesses for outdoor dining. Fuerst stated that Pickled Pig, Linsey's, Clancy's, Roets, and Delia's have all applied for a temporary outdoor dining permit.

9.0 ADJOURNMENT

Motion by Whipps, second Berguist, to adjourn at 7:33. Vote all ayes. Motion carried.

Tanya Velishek, Mayor

ATTEST:

Tom Nikunen, City Administrator

DATE: July 14, 2020
TO: Chair Sand and Members of the Planning Commission
FROM: Nathan Fuerst, Planner/ Economic Development Specialist



AGENDA ITEM: 4.0 A. Zoning Amendment – I-2 Outdoor Storage and Display Areas

ACTION REQUESTED: Review City Code sections 154.020, 154.173, 154.175, and 154.177 relating to Outdoor Storage and Display areas, discuss proposed changes and interpretations, and provide guidance to City Staff about how to proceed with text amendments.

BACKGROUND:

The Planning Commission’s Strategic Plan prioritizes text amendments correcting omissions or deficiencies in the City’s Zoning Ordinance. The City Code section amendment presented in this memo will accomplish part of Action Item 4 on the Planning Commission’s 2020 Strategic Plan.

That action item details changes for the General Industrial Zoning District (I-2). Proposed changes will help to clarify the intent of the Zoning District, and help the City prepare for anticipated industrial development or redevelopment.

Previously, at the Planning Commission’s recommendation, the City Council passed ordinance 2020-03, allowing flexibility with respect to the location of parking areas in relation to property boundaries in the I-2 Zoning District.

City Code Analysis:

City Code Section 154.173 (J), was last amended in May of 2013 as part of a larger Zoning Ordinance recodification effort. The section allows Outdoor Storage and Display as a conditional use in the I-2:

(J) Outdoor storage, display areas which exceed a 2:1 land to building ratio.

As 154.173 (J) currently reads, Staff have identified the issues listed below:

1. While it is implied by the code section, Outdoor Storage and Outdoor Display areas less than or equal to a ratio of 2:1 (of outdoor space to the principal structure) are not expressly listed as permitted accessory uses.
2. Outdoor Storage and Outdoor Display are generally considered to be two different uses, and therefore should not be regulated by the same code section.
3. There are no conditions recommended for the Conditional Use Permit, even though numerous CUP’s have been approved for Outdoor Storage in recent years. Similarly, there is no guidance or requirements for Outdoor Display areas.

Further complicating the interpretation of 154.173 (J), language from a subsection in the I-2’s Design and Performance Standards – 154.177 (B) seems to create a conflicting interpretation.

(B) Outdoor storage.

(1) All materials and equipment shall be stored within a building, unless outdoor storage is approved through the issuance of a conditional use permit. This excludes materials, trailers or equipment in use in construction or landscaping on the premises, and except for off-street parking and loading areas.

Discussion Question:

The two Code sections cited above create the following question for interpretation:

Should Outdoor Storage and Outdoor Display areas of a size less than a 2:1 land to building ratio require a Conditional Use permit?

Text Amendment Process:

Following the Planning Commission’s discussion regarding the intent of the City Code relating to Outdoor Storage and Display Areas in the General Industrial Zoning District, staff will produce a draft ordinance for presentation at the City Council. The amendment process for the subject code sections will use the following proposed timeline:

- 7/14/2020 – Planning Commission: discussion and guidance provided to staff
- 8/3/2020 – City Council: Public hearing held and first reading of text amendment
- 8/17/2020 – City Council: Second Reading held

FISCAL IMPACT: This is being undertaken as part of normal staff duties.

STAFF RECOMMENDATION: Review City Code sections 154.020, 154.173, 154.175, and 154.177 relating to Outdoor Storage and Display areas, discuss proposed changes and interpretations, and provide guidance to City Staff about how to proceed with text amendments..

Following discussion, the Commission may provide guidance to staff and **motion to recommend changes as discussed to the City Code as Draft Ordinance 2020-04.**

ATTACHMENTS:

1. Planning Commission 2020 Strategic Plan
2. City Code Sections:
 - a. 154.020 Definitions
 - i. Open Sales Lot (Outdoor Storage)
 - ii. Outdoor Storage
 - iii. Outdoor Storage, Temporary
 - b. 154.173 Conditional Uses
 - c. 154.175 Permitted Accessory Uses
 - d. 154.177 Design and Performance Standards

2020 Planning Commission Strategic Plan

Updated July 2020

Mission Statement:	<i>To proactively guide growth, while preserving natural and historic assets</i>				
Objectives & Actions	Goal Area	Commission, Council	Status	Next Steps	Timeline
Zoning and Subdivision Text Amendments					
Action Item 1: Sign Ordinance (Chapter 154) - C-3 max. height allowance - Exempts Signs - Sign Maintenance - Off-site Signage (Seville Dr/Eldorado)	1,5	City Council	Sign Maintenance - PC 4/9/2019, 6/11/2019, 7/9/2019 and CC 8/5/2019	Planning Commission, City Council	October - November
Action Item 2: Park Dedication (Chapter 153) and R-4 Density (Chapter 154)	1,5	PRAC, City Council	Parkland Dedication - PRAC January 27, PC February 11 R-4 Density - PC January 14	City Council	July - September
Action Item 3: Text Amendments - Technical Changes - (Chapter 154)	1,5	City Council	Ordinance 2020-01	-	-
Action Item 4: General Industrial District (I-2) (Chapter 154) - Outdoor storage and outdoor display - Parking in Front Yard (Sec. 154.224 (L))	1,5	City Council	Ordinance 2020-03 Amended Sec. 154.224 (L)	Planning Commission review of outdoor storage and outdoor display July 14, City Council	July - September
Action Item 5: Home Occupations (Chapter 154) - Restructure to improve clarity and consistency	1	City Council	PC March 10	City Council	July - September
Action Item 6: Zoning Amendment Section (Chapter 154) - Minor changes to improve clarity	1	City Council	PC March 10	City Council	July - September
Action Item 7: Implement 2040 Comp Plan Vision - Neighborhood Commercial (C-1) District (Chapter 154)	1	EDA, City Council	Adopted April 20, 2020	Planning Commission, City Council	2020
Action Item 8: Floodplain Regulations - Repeal and Replace Floodplain Ordinance - Adopt new Floodplain Maps		City Council	Not started	Planning Commission, City Council	Prior to Effective Date (6 mo. from issuance of letter of final determination)
The Downtown Master Plan (2013)					
Action Item: Review Progress	1, 2, 3, 4	EDA	PC February 11	-	-
Zoning Map Schedule					
Action Item: Rezone properties to reflect the Comp Plan Future Land Use Map, as outlined by MN State Statutes	1	City Council	Adopted April 20, 2020	Planning Commission, City Council	2020
Comprehensive Plan					
Action Item: Comp Plan Implementation	1, 2, 3, 4	City Council	Adopted April 20, 2020	-	2020-2029
Increase Collaboration with City Council and Commissions					
Action Item: Conduct joint-meetings with City Commissions, City Council	3, 4	EDA, PRAC, City Council	Not started	-	As needed
Educational Opportunities					
Action Item 1: Provide Government Training Services (GTS) and MN American Planning Association (MNAPA) training opportunities to commissioners.	3			-	Ongoing
Action Item 2: Provide education to the general public utilizing available channels of communication			Ongoing	-	Ongoing

Goals

1. Advise the City Council relating to land use issues.
2. Provide guidance to the City Council relating to long-range planning.
3. Coordinate land usage with community and intergovernmental entities.
4. Provide a forum to educate and engage the public in the planning process.
5. Service planning requests in a timely fashion.

City Code Sections: I-2 Outdoor Storage and Display Areas

Sections anticipated to require text amendments are highlighted.

§ 154.020 DEFINITIONS.

OPEN SALES LOT (OUTDOOR STORAGE). Any land used or occupied for the purpose of buying, selling, leasing, renting or trading goods, materials or merchandise where such goods are not enclosed in a building.

OUTDOOR STORAGE. The storage, including open storage, of goods, materials, equipment, manufactured products, and similar items not fully enclosed by a building, for an indefinite period of time.

OUTDOOR STORAGE, TEMPORARY. The storage, including open storage, of goods, materials, equipment, manufactured products, and similar items not fully enclosed by a building for a limited time.

§ 154.173 CONDITIONAL USES.

No structure or land shall be used except by conditional use permit for any of the following uses as such are defined and in accordance with the required lot provisions, design and performance standards and conditions set by the Council.

...

(J) Outdoor storage, display areas which exceed a 2:1 land to building ratio.

...

(Ord. 2013-05, passed 5-20-2013; Am. Ord. 2919-09, passed 11-18-2019)

§ 154.175 PERMITTED ACCESSORY USES.

Within any industrial district, the following uses are permitted accessory uses as such are defined and in accordance with the required lot provisions and design and performance standards, provided they comply with applicable City Code provisions for the various uses.

(A) Off-street parking and loading areas and parking ramps.

- (B) Fences and walls in accordance with § [154.177\(J\)](#).
 - (C) Signs.
 - (D) Temporary buildings located on the premises for construction purposes for a period not to exceed the time necessary for such construction.
 - (E) Satellite dishes and antennae.
 - (F) Solar collection devices.
 - (G) A security/caretaker office to a mini-storage warehouse.
 - (H) Commercial sales of products directly manufactured or assembled as a part of the principal use, provided that no more than 20% of the gross floor area is used for this purpose.
 - (I) Communication structures. Satellite dishes, antennae and similar devices provided they are not located in the required front yard or within 15 feet of the side lot line or rear lot line.
- (Ord. 2013-05, passed 5-20-2013)

§ 154.177 DESIGN AND PERFORMANCE STANDARDS.

The design and performance standards are established to encourage a high standard of development by providing assurance that land uses will be compatible. The performance standards are designed to prevent and eliminate those conditions which depreciate property values that cause blight or are detrimental to the environment. Before any building permit is approved, the Zoning Administrator shall determine whether the proposed use will conform to the design and performance standards. The applicant or owner shall supply data necessary to demonstrate such conformance.

...

- (B) Outdoor storage.
 - (1) All materials and equipment shall be stored within a building, unless outdoor storage is approved through the issuance of a conditional use permit. This excludes materials, trailers or equipment in use in construction or landscaping on the premises, and except for off-street parking and loading areas.
 - (2) Trailers. Use of any trailers for storage, or of containerized storage devices, shall be allowed by conditional use permit only, subject to annual review.
 - (a) Such trailers or containers shall not be allowed unless screened, or maintained on the exterior.
 - (b) All such trailers or containers shall be located to the rear of the principal structure, and shall be parked in good order so as to minimize their visibility from the street.

- (c) All such trailers or containers must be moveable on premises, may not contain fuels, volatile chemicals, or other flammable materials, and shall be subject to inspection by state and local fire department officials. No such trailers or containers may be stacked.
- (d) Earthen or other permanent fixed ramps may not be used with trailers or containers used for storage. The wheels on such trailers must remain at grade, i.e., wheels may not be dug into the ground to create a ramp.
- (e) Trailers and containers used for storage shall occupy no more than an area equal to 7% of the manufacturing and warehousing floor area of the permanent structures on the property, except that up to 4 such trailers and containers may be placed on any property that has a completed principal structure; however in no instance shall the total area of such storage exceed the total area of the manufacturing/warehousing area of the principal structure.
- (f) Unlicensed vehicles designed as a contractor's job shop or office shall not be permitted.

...

(G) Screening

- (1) Where any business or industry (structure, parking or storage) is adjacent to property zoned or developed for residential or highway commercial use, that business or industry shall provide an earth berm a minimum of 6 feet in height and screening along the boundary of the residential and/or commercial property. Screening shall also be provided where a business, parking lot, or industry is located across the street from a residential zone, but not on that side of a business or industry considered to be the front.
- (2) All outdoor storage shall be screened. The exceptions are (1) merchandise being displayed for sale (2) materials and equipment presently being used for construction on the premises.
- (3) The screening required in this section may consist of a fence, trees, shrubs, and berms, but shall not extend within 15 feet of any street or driveway. The screening shall be placed along property lines or in case of screening along a street, 20 feet from the street right-of-way with landscaping between the screening and pavement. Planting of a type approved by the Council may also be required in addition to or in lieu of fencing.

...

(Ord. 2013-05, passed 5-20-2013; Am. Ord. 2020-01, passed 2-3-2020)

DATE: July 14, 2020
TO: Chair Sand and Members of the Planning Commission
FROM: Lucinda Meyers, Senior Planner



AGENDA ITEM: 5 A. 2020 Planning Commission Strategic Plan Update

ACTION REQUESTED: Review, discuss and provide feedback on the updates proposed for the 2020 Planning Commission Strategic Plan.

BACKGROUND: The Planning Commission adopted their Strategic Plan for 2020 at the February 11 meeting. The Planning Commission, alongside Planning Staff have made significant progress toward achieving the objectives and actions established in the plan. Considering six (6) months have passed since plan adoption, the commission is asked to review the plan and the progress made, and the updates recommended by staff.

FISCAL IMPACT: N/A

STAFF RECOMMENDATION: Review, discuss and provide feedback on the updates proposed for the 2020 Planning Commission Strategic Plan.

ATTACHMENTS:

1. 2020 Planning Commission Strategic Plan, updated July 2020
2. 2020 Planning Commission Strategic Plan, adopted February 11, 2020

COMMISSION ACTION:

Motion: _____

Second: _____

Approved: _____

Disapproved:

Tabled:

Other: _____

2020 Planning Commission Strategic Plan

Updated July 2020

Mission Statement:	<i>To proactively guide growth, while preserving natural and historic assets</i>				
Objectives & Actions	Goal Area	Commission, Council	Status	Next Steps	Timeline
Zoning and Subdivision Text Amendments					
Action Item 1: Sign Ordinance (Chapter 154) - C-3 max. height allowance - Exempts Signs - Sign Maintenance - Off-site Signage (Seville Dr/Eldorado)	1,5	City Council	Sign Maintenance - PC 4/9/2019, 6/11/2019, 7/9/2019 and CC 8/5/2019	Planning Commission, City Council	October - November
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Action Item 4: General Industrial District (I-2) (Chapter 154) - Outdoor storage and outdoor display - Parking in Front Yard (Sec. 154.224 (L))	1,5	City Council	Ordinance 2020-03 Amended Sec. 154.224 (L)	Planning Commission review of outdoor storage and outdoor display July 14, City Council	July - September
Action Item 5: Home Occupations (Chapter 154) - Restructure to improve clarity and consistency	1	City Council	PC March 10	City Council	July - September
Action Item 6: Zoning Amendment Section (Chapter 154) - Minor changes to improve clarity	1	City Council	PC March 10	City Council	July - September
Action Item 7: Implement 2040 Comp Plan Vision - Neighborhood Commercial (C-1) District (Chapter 154)	1	EDA, City Council	Adopted April 20, 2020	Planning Commission, City Council	2020
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The Downtown Master Plan (2013)					
Action Item: Review Progress	1, 2, 3, 4	EDA	PC February 11	-	-
Zoning Map Schedule					
Action Item: Rezone properties to reflect the Comp Plan Future Land Use Map, as outlined by MN State Statutes	1	City Council	Adopted April 20, 2020	Planning Commission, City Council	2020
Comprehensive Plan					
Action Item: Comp Plan Implementation	1, 2, 3, 4	City Council	Adopted April 20, 2020	-	2020-2029
Increase Collaboration with City Council and Commissions					
Action Item: Conduct joint-meetings with City Commissions, City Council	3, 4	EDA, PRAC, City Council	Not started	-	As needed
Educational Opportunities					
Action Item 1: Provide Government Training Services (GTS) and MN American Planning Association (MNAPA) training opportunities to commissioners.	3			-	Ongoing
Action Item 2: Provide education to the general public utilizing available channels of communication			Ongoing	-	Ongoing

Goals

1. Advise the City Council relating to land use issues.
2. Provide guidance to the City Council relating to long-range planning.
3. Coordinate land usage with community and intergovernmental entities.
4. Provide a forum to educate and engage the public in the planning process.
5. Service planning requests in a timely fashion.

2020 Planning Commission Strategic Plan

Adopted February 11, 2020

Mission Statement:	<i>To proactively guide growth, while preserving natural and historic assets</i>					
Objectives & Actions	Goal Area	Commission, Council	Partnership	Status	Timeline	Priority
Zoning and Subdivision Ordinance Updates						
Action Item 1: Sign Ordinance (Chapter 154) - C-3 max. height allowance - Exempts Signs - Sign Maintenance - Off-site Signage (Seville Dr/Eldorado)	1,5	City Council	Business community	In progress	February - April	Medium
Action Item 2: Park Dedication (Chapter 153)	1,5	PRAC, City Council		In progress		
Action Item 3: General 'Housekeeping' (Chapter 154)	1,5	City Council		In progress		
Action Item 4: General Industrial District (I-2) (Chapter 154) - Conditional Uses, specifically outdoor storage - Parking in Front Yard	1,5	City Council		Not started		
Action Item 5: Home Occupations (Chapter 154) - Restructure to improve clarity and consistency	1	City Council		Not started		
Action Item 6: Zoning Amendment Section (Chapter 154) - Minor changes to improve clarity	1	City Council		Not started		
Action Item 7: Minor Subdivision Procedure (Chapter 153) - Expand application to include non-residential properties	1,5	City Council		Not started		
Action Item 8: Neighborhood Commercial (C-1) District (Chapter 154) - Implement 2040 Comp Plan vision	1	EDA, City Council		Not started	May - September	
The Downtown Master Plan (2013)						
Action Item: Review Progress	1, 2, 3, 4	EDA	Downtown Stakeholders	In progress	February - April	Medium
Zoning Map Schedule						
Action Item: Rezone properties to reflect the Comp Plan Future Land Use Map, as outlined by MN State Statutes	1	City Council	Met Council	Not started	2020 (within 9mo. of plan adoption)	High
Comprehensive Plan						
Action Item: Comp Plan Implementation	1, 2, 3, 4	City Council	Met Council	Ongoing	2020-2029	High
Increase Collaboration with City Council and Commissions						
Action Item: Conduct joint-meetings with City Commissions, City Council	3, 4	EDA, PRAC, City Council		Not started	As needed	Low
Educational Opportunities						
Action Item 1: Provide Government Training Services (GTS) and MN American Planning Association (MNAPA) training opportunities to commissioners.	3				Ongoing	Medium
Action Item 2: Provide education to the general public utilizing available channels of communication				Ongoing	Ongoing	Medium

Goals

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5. Service planning requests in a timely fashion.