

**MINUTES OF THE PROCEEDINGS
OF THE PLANNING COMMISSION OF THE CITY OF JORDAN
IN THE COUNTY OF SCOTT
August 8, 2023**

1.0 CALL TO ORDER

Present: Jane Bohlman, Bill Heimkes, Sandra Johnson, Brenda Lieske, Scott Penney, Ray Sandey, and Jeff Will

Also Present: Barrett Voigt, Planner/Economic Development Specialist, TJ Hofer Consultant Planner

Meeting called to order at 6:28 pm by Chair Will.

2.0 ADOPT AGENDA

Motion by Johnson to adopt the agenda as presented. Seconded Heimkes. All commissioners present voted ayes. And the motion was declared carried.

3.0 APPROVAL OF MINUTES

A. July 11, 2023

Motion by Lieske to approve of the July 11, 2023 Minutes as presented. Seconded by Bohlman. All commissioners present voted ayes. And the motion was declared carried.

4.0 NEW BUSINESS

A. Interim Use Permit – St. Johns Baptist Church

TJ Hofer, Planning Consultant, presented the application for an Interim Use Permit for the property located at 210 Broadway Street North to allow for a gravel parking lot. Hofer recommended approval.

Heimkes stated that he remembered the previous application for the same IUP.

Sandey asked if it was allowed to leave the site vacant. Hofer confirmed the site could be left vacant and undeveloped if not used for a use that would require special permits.

Bohlman asked if there was a way to have the site developed after the permit expires. Hofer stated that the City is unable to compel the site to be developed in his way.

Lieske asked about the status of the vacant lot to the southeast. Sandey provided historical context that it was previously used for parking but is now blocked off.

Sandey stated that he believed the parking lot was required for the parking standards of St. John's Church Baptist Church to be met.

Penney asked about the expiration of the IUP and if it could be extended. Hofer confirmed it could not.

Will noted that the City had previously seen concepts for how the site may be eventually developed.

Will opened the public hearing. The public hearing was closed without any comments received.

Motion by Lieske to recommend approval of the interim use permit as detailed in the staff report. Seconded by Heimkes. All commissioners present voted ayes. And the motion was declared carried with a vote of 7-0.

B. Preliminary and Final Plat – Hillside at Sand Creek

Barrett Voigt, Planner/Economic Development Specialist, presented the application for a preliminary and final plat entitled Hillside at Sand Creek. Voigt recommended approval.

Heimkes inquired about access. Voigt stated it was existing and not likely to change.

Sandey inquired about acreage. Hofer provided GIS map estimate of over an acre.

Will opened the public hearing.

The applicant Kaylee Strehl, 100 Hillside Drive, stated MNDOT purchase of right of way property for Highway 21 roundabout project may have changed the acreage not reflected on the GIS map. Heimkes inquired if the three lots were part of the original purchase of home. Strehl stated that they were.

Motion by Sandey to recommend approval of the preliminary and final plat as detailed in the staff report. Seconded by Penney. All commissioners present voted ayes. And the motion was declared carried with a vote of 7-0.

C. Ordinance Amendment – Cannabis Manufacturing

Barrett Voigt, Planner/Economic Development Specialist, presented the application for an Ordinance Amendment to allow for cannabis manufacturing. Voigt recommended approval.

Will opened the public hearing.

Motion by Lieske to recommend approval of the ordinance amendment as detailed in the staff report. Seconded by Sandey. All commissioners present voted ayes. And the motion was declared carried with a vote of 7-0.

D. Ordinance Amendment – Substantial Improvement Requirements

Barrett Voigt, Planner/Economic Development Specialist, presented the application for an Ordinance Amendment to amend the time duration to evaluate substantial improvements to structures in the 1% change floodplain. Voigt recommended approval.

Will opened the public hearing.

Motion by Johnson to recommend approval of the ordinance amendment as detailed in the staff report. Seconded by Penney. All commissioners present voted ayes. And the motion was declared carried with a vote of 7-0.

5.0 OLD BUSINESS

6.0 PLANNERS REPORT

A. General Updates

Voigt stated that there may be potential applications in the future for Sawmill Woods Third Addition and Plat and Planned Unit Development applications for the Jordan public schools campus.

B. Next Meeting – September 12, 2023

7.0 CITY COUNCIL MEMBER UPDATE

Council Member Penney provided an update on the previous City Council meeting agenda items regarding emerald ash bore tree removal policy discussion and the residential structure located at 415 Broadway Street South.

COMMISSION MEMBER UPDATE

Heimkes stated that he is resigning and his last day of attendance will be during the next meeting on September 12th.

8.0 ADJOURNMENT

Motion by Bohlman to adjourn, Second by Johnson. The meeting was adjourned at 7:27 pm.