

**BELLE PLAINE PLANNING & ZONING COMMISSION  
REGULAR SESSION  
FEBRUARY 6, 2008**

**1. CALL TO ORDER. 1.1. Roll Call.**

The Planning and Zoning Commission met in Regular Session on Wednesday, February 6, 2008 in the Government Center at 218 North Meridian Street, Belle Plaine, MN. Chairperson Kevin Fors called the meeting to order at 6:00 p.m. with Commissioners Joe Bowman, Gary Trost, Bob Chaussee and Alternate Scott Schneider present. Commissioner Henry Pressley arrived at 6:03 p.m. Also present were Community Development Director Trisha Rosenfeld and Council liaison Peter Anderly.

**OATH OF OFFICE – Robert Chaussee**

Community Development Director Rosenfeld administered the Oath of Office to re-appointed member Robert Chaussee. Commissioner Chaussee was welcomed by the members of the Planning Commission.

**2. APPROVAL OF AGENDA.**

MOTION by Commissioner Trost, second by Commissioner Chaussee, to approve the agenda as presented. ALL VOTED AYE. MOTION CARRIED.

**3. ELECTION OF OFFICERS.**

**3.1. Chair.**

MOTION by Commissioner Trost, second by Commissioner Chaussee, to nominate Kevin Fors as Chair, to close the nominations and cast a unanimous vote. Commissioner Fors ABSTAINED. ALL OTHERS VOTED AYE. MOTION CARRIED.

**2. Vice-Chair.**

MOTION by Commissioner Trost, second by Commissioner Chaussee, to nominate Henry Pressley as Vice Chair, to close the nominations and cast a unanimous vote. Commissioner Pressley ABSTAINED. ALL OTHERS VOTED AYE. MOTION CARRIED.

**3. Secretary.**

MOTION by Commissioner Trost, second by Commissioner Chaussee, to nominate Robert Chaussee as Secretary, to close the nominations and cast a unanimous vote. Commissioner Chaussee ABSTAINED. ALL OTHERS VOTED AYE. MOTION CARRIED.

**4. APPROVAL OF MINUTES.**

**4.1. Regular Session Minutes of December 5, 2007.**

Commissioner Bowman noted that the sequence of motions on Pages 2 and 3 of the December 5, 2007 Planning Commission meeting minutes regarding recommendations on the Comprehensive Plan may be transposed.

MOTION by Commissioner Bowman, second by Commissioner Trost, to approve the Regular Session minutes of December 5, 2007, contingent upon staff review of the sequence of the motions on Pages 2 and 3 regarding recommendations on the Comprehensive Plan. ALL VOTED AYE. MOTION CARRIED.

**5. PUBLIC HEARINGS – None Scheduled.**

## **6. BUSINESS.**

### **6.1. Comp Plan Update.**

Chair Fors referenced a memo dated January 21, 2008 from Consultant Joanne Foust, Municipal Development Group.

Ms. Foust explained that at their meeting on December 5, 2007, the Planning Commission made recommendations regarding updates to the Comprehensive Plan, as requested by the Metropolitan Council through their initial review of the document. The Planning Commission had discussed the Transportation Chapter and the modeling of 2030 traffic counts. The Commission directed consulting staff Gina Mitchell of Bolton and Menk and Joanne Foust to consult with staff at the Metropolitan Council to determine whether the modeling should be based on the City's more aggressive population, household and employment forecasts, or the Metropolitan Council's System Statement. Based on the discussion with Met Council staff, Met Council staff asked that the City submit a formal request for a System Statement Amendment.

Ms. Foust provided a copy of the request letter that was submitted to Met Council and a copy of Met Council's response, dated January 18, 2008. Met Council had indicated that they were willing to update their 2030 employment projections of 4,000, up from 2,700. The Met Council did not believe the City's 2030 household and population forecasts were justified. However, because the City is only asking for an increase from the revised System Statement forecasts for 2030, the City will have ample time between now and then to make adjustments as necessary.

Ms. Foust explained the revisions that need to be made to the pages of the Comp Plan. She further explained that based on the Traffic Analysis Zone areas reviewed and approved by the Planning Commission in December 2007, the employment projections indicated 4,905 jobs in the 2030 boundary. She recommended that TAZ 1040-8 and 1040-9 be removed from the 2030 traffic forecasts, along with a small part of TAZ 1040-7 to achieve consistency of 4,000 jobs in 2030.

MOTION by Commissioner Trost, second by Commissioner Chaussee, to accept the recommendation from Joanne Foust of the Municipal Development Group to remove TAZ 1040-8, 1040-9, along with a small part of TAZ 1040-7, from the 2030 traffic forecasts in order to achieve consistency of the forecast of 4,000 jobs in 2030. ALL VOTED AYE. MOTION CARRIED.

MOTION by Commissioner Pressley, second by Commissioner Bowman, to approve the revisions and updates as listed in a memo dated January 31, 2008 from Joanne Foust of the Municipal Development Group for Chapter 5, Economic Development, Chapter 7, Transportation, and Chapter 9, Utilities. ALL VOTED AYE. MOTION CARRIED.

Commissioner Bowman inquired about the implementation process for the Comp Plan. Ms. Foust responded that she will provide the Planning Commission with a checklist for implementation. Commissioner Bowman commented on how to "sell" Belle Plaine and suggested that ordinances may need to be changed. Commissioner Trost stated that the Planning Commission will need direction from the City Council prior to doing that. Council liaison Anderly noted that implementation changes will need to be a joint effort of the Planning Commission, EDA and City Council. He referenced the importance of addressing façade issues along the East Main Street area which serves as the major entrance into Belle Plaine.

Community Development Director Rosenfeld explained that she will include a task list for implementation of the Comp Plan and also the by-laws, role and duties of the Planning Commission as outlined in the City Code for the next Planning Commission meeting.

## **6.2. Design Standards Update.**

Chair Fors referenced a memo dated February 6, 2008 from Community Development Director Rosenfeld regarding the Design Standards.

Community Development Director Rosenfeld explained that the first meeting with the University of Minnesota, Center for Rural Design, was held with the Design Committee on January 30, 2008. A print-out of the Power Point presentation from CRD was included with her memo. The group discussed how to connect the two sides of the highway as a unified community. An expanded group of participants will be invited to attend the next meeting scheduled for 6:00 p.m. on February 21, 2008.

Commissioner Bowman commented that he would like to incorporate pedestrian connectivity along with the façade and building standards.

## **6.3. 2007 Annual Planning Report.**

Chair Fors referenced a memo dated February 6, 2008 from Community Development Director Rosenfeld regarding the 2007 Annual Planning Report.

The Commissioners reviewed the annual report as presented. Commissioner Trost requested an update of the Council's action regarding planning issues. The Commissioners thanked Community Development Director Rosenfeld for the Annual Report.

The Commissioners discussed electronic packet information. It was the consensus to proceed with an electronic packet for the next Planning Commission meeting. In reference to electronic packets, Commissioner Chaussee requested that Community Development Director Rosenfeld include a link to the appropriate ordinance. The Commissioners requested that the packets be available one week prior to the meeting.

## **7. ADMINISTRATIVE REPORTS.**

### **7.1. Upcoming Meetings.**

#### **1. Planning Commission, 6:00 p.m., Wed., March 5, 2008.**

The Commissioners were reminded of the upcoming meeting as listed.

## **8. ADJOURNMENT.**

MOTION by Commissioner Chaussee, second by Commissioner Bowman, to adjourn at 7:01 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings  
Recording Secretary