

**BELLE PLAINE PLANNING & ZONING COMMISSION
REGULAR SESSION
MARCH 5, 2008**

1. CALL TO ORDER. 1.1. Roll Call.

The Planning and Zoning Commission met in Regular Session on Wednesday, March 5, 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 Henry Pressley, Joe Bowman, Gary Trost and Bob Chaussee present. Alternate Scott Schneider was not present. Also present were Community Development Director Trisha Rosenfeld and Council liaison Peter Anderly.

2. APPROVAL OF AGENDA.

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

3. APPROVAL OF MINUTES.

3.1. Regular Session Minutes of February 6, 2008.

MOTION by Commissioner Trost, second by Commissioner Chaussee, to approve the Regular Session Minutes of February 6, 2008 as presented. ALL VOTED AYE. MOTION CARRIED.

4. PUBLIC HEARINGS – None Scheduled.

5. BUSINESS.

5.1. Role of the Planning Commission.

Chair Fors referenced a memo dated March 5, 2008 from Community Development Director Rosenfeld regarding the role of the Planning Commission.

Community Development Director Rosenfeld explained that the Belle Plaine City Code, Chapter 2, Section 200, Planning and Zoning Commission, outlines the powers and duties of the Planning Commission.

Commissioner Bowman requested further detail about the State Statute Section 462.354, Subd. 1, that was referenced. Chair Fors recommended that a follow-up to this issue be presented at the next Planning Commission meeting. Commissioner Bowman noted that Section 200.05, Subd. 2, states that "the Commission shall periodically, but at least every two (2) years, review the comprehensive plan. . ." and asked how that regulation is being addressed. Commissioner Chaussee suggested the Commission voluntarily review the comprehensive plan every two years. Chair Fors noted the importance of training sessions. Commissioner Trost suggested that a training session be held each time there is a new Commissioner appointed to the Planning Commission. He also suggested that arrangements be made for the City Attorney to speak to the Planning Commission, if permitted by the Council, potentially from 5:00 p.m. to 5:45 p.m., prior to a Council meeting.

Community Development Director Rosenfeld explained that the Planning Commission must abide the Open Meeting Law, which includes electronic messaging. Commissioner Bowman suggested a training session on sustainable communities during the month of June or July. He also commented on the lack of connectivity of the trails within the City. Commissioner Bowman asked if the Planning Commission has a role in the connectivity of new roads, referencing the road system near the TH25 interchange. Commissioner Trost explained that developers are responsible for the construction of new roads, not the City.

5.2. Design Standards Update.

Chair Fors referenced a memo dated March 5, 2008 from Community Development Director Rosenfeld regarding an update on design standards. Copies of information provided to the Design Committee by Center for Rural Design were included in Community Development Director Rosenfeld's memo.

Commissioner Bowman explained that there are eight appointed steering committee members of the Design Committee and additional members at-large. The eight appointed members have voting powers, the members at-large provide input and participate as advisors at the meetings.

Community Development Director Rosenfeld explained that the Center for Rural Design has provided extensive research and an inventory of comparative elements between the downtown area and the TH169 highway corridor. She explained that the steering committee has indicated that the design standards should be adopted as an ordinance, allowing for enforcement. Commissioner Trost noted that directional signs are needed in Belle Plaine. He cited the lack of signage to direct motorists to TH25 and TH169. Commissioner Chaussee suggested that this issue be brought forward by the Design Committee. Chair Fors noted that public transportation will be important as growth continues.

5.3. Comp Plan Implementation Plan.

Chair Fors referenced a memo dated March 5, 2008 from Joanne Foust, Municipal Development Group, regarding the implementation of the 2008 Comprehensive Plan.

Community Development Director Rosenfeld explained that after the adoption of the Comp Plan, the Planning Commission and Council will need to address updates to the City's zoning map, conservation ordinance to protect natural and environmentally sensitive areas, zoning ordinance amendments, parks and trails, orderly annexation agreement with St. Lawrence Township and transportation issues. She also noted other areas that will need updates: the physical profile, housing plan, economic development recommendations and utilities. Community Development Director Rosenfeld noted the amount of work ahead for the implementation. Commissioner Bowman volunteered to be part of the sub-committee that addresses the environmentally sensitive issues.

It was the consensus of the Commission to direct Community Development Director Rosenfeld to contact Joanne Foust of Municipal Development Group to obtain information regarding the scope of work and cost per hour for services to assist with the implementation.

6. ADMINISTRATIVE REPORTS.

6.1. Upcoming Meetings.

1. Planning Commission, 6:00 p.m., Wed., April 9, 2008.

The Commissioners were reminded of the upcoming meeting as listed.

7. ADJOURNMENT.

MOTION by Commissioner Pressley, second by Commissioner Bowman, to adjourn at 7:00 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings
Recording Secretary