

**BELLE PLAINE PLANNING & ZONING COMMISSION
REGULAR SESSION
DECEMBER 5, 2007**

1. CALL TO ORDER. 1.1. Roll Call.

The Planning and Zoning Commission met in Regular Session on Wednesday, December 5, 2007 in the Government Center at 218 North Meridian Street, Belle Plaine, MN. Vice Chairperson Henry Pressley called the meeting to order at 6:00 p.m. with Commissioners Joe Bowman, Gary Trost, Bob Chaussee and Alternate Scott Schneider present. Also present was Community Development Director Trisha Rosenfeld. Commissioner Kevin Fors and Council liaison Peter Anderly were not present.

Mayor Meger and City Councilmembers Dawn Underferth and Tim O'Laughlin were also present for the Joint Public Hearing for the Comprehensive Plan.

2. APPROVAL OF AGENDA.

MOTION by Commissioner Trost, 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 October 3, 2007.

MOTION by Commissioner Trost, second by Commissioner Chaussee, to approve the Regular Session Minutes of October 3, 2007 as presented. ALL VOTED AYE. MOTION CARRIED.

4. PUBLIC HEARINGS.

4.1. 2007 Comp Plan Update – Joint Hearing. The Planning Commission and City Council will accept public comment on proposed revisions to the draft 2007 Comprehensive Plan Update.

Vice Chairperson Pressley welcomed Joanne Foust, Municipal Development Group, and Gina Mitchell, Bolton and Menk.

Ms. Foust provided a PowerPoint presentation about the City's 2007 Comprehensive Plan Update. She explained that after the required public hearings were held, the draft Plan was submitted to the Metropolitan Council for review. The Met Council has requested clarification of some of the areas.

Ms. Foust explained that forecast updates have been made so that there is consistency between all elements of the Comprehensive Plan. Forecasts utilized include 2010 population of 7,300, 2020 population of 11,800 and 2030 population of 19,452. Based on discussions with Metropolitan Council Employment Projection Staff, Regan Carlson, the employment projection is being revised from the System Statement's 2030 employment of 2,700 to 4,000, based on the data noted within the Economic Development Chapter and 2006 estimated jobs of 1,776 and 4.7 jobs per acre. Future employment projections are based on 5 jobs per acre. Ms. Foust further explained that the changes to the plan include: Chapter 3, Demographics: Table 3-8 on page 7 Chapter 6, Land Use /tables 6-4 and 6-5 and text on pages 8 through 10. Chapter 9, Utilities, Tables 11.1 and 9-3 on pages, 2, 14 and 20.

The Land Use/Annexation maps have been updated to more clearly delineate the boundaries of the orderly annexation agreements with Belle Plaine Township and Blakeley Township.

A column entitled "Minimum Density Allowed" was added to the Housing Chapter, Table 10-1.

Ms. Foust explained that the Transportation Chapter was completed previously with a modeling of the entire growth boundary, and beyond. The City had included land beyond what is required to service a population of 19,000 in order to allow a "floating municipal utility service area" or an overage of land to allow development to occur in optional areas versus specifically calling out exact parcels which could

develop. Met Council Transportation Department staff noted a need to illustrate traffic projections based on the Met Council System Statement population projection of 16,300. Met Council staff also noted a need to have consistency with projections within all chapters.

Gina Mitchell explained that Met Council is interested in the possible impact on the regional transportation systems. The City's 2030 projected population of 19,000 is of concern to the Met Council. The City was asked to re-evaluate the projection.

Community Development Director Rosenfeld explained that Land Use map boundaries will not change and that parcels are proposed to be removed out of the transportation model to meet the system statement requirements.

Vice Chair Pressley opened the public hearing at 6:34 p.m. and asked for public comment. There was no response.

MOTION by Commissioner Chaussee, second by Commissioner Schneider, to close the public hearing at 6:36 p.m. ALL VOTED AYE. MOTION CARRIED.

Mayor Meger commented on the new sanitary sewer interceptor and TH25 interchange, and noted the potential for growth in this area.

Ted Kornder, St. Lawrence Township, inquired as to why the City did not extend sanitary sewer to the south side of Highway 169 as part of the North Sanitary Sewer Interceptor Project.

Community Development Director Rosenfeld explained that the City reduced the projected population due to transportation modeling, not the growth boundary. One of the areas she recommended that the population be reduced is the area around the golf course area. She reiterated that the projected population of 34,000 for the full build out on the transportation data needs to be reduced to 19,452 to be consistent with the rest of the Plan, or reduced to 16,300 to comply with the Met Council system statement.

Commissioner Bowman commented on the impact to City services for the growth area.

Commissioner Chaussee commented that the Commissioners may need more time to review the data if the 2030 population figures change.

Councilmember O'Laughlin commented that the Council has determined a 2030 projected population of 19,452. This is not a concrete number and the Council may alter this number, if necessary, Councilmember O'Laughlin stated.

Ms. Mitchell requested direction regarding the Met Council's review of reconciling the system statement of 19,452 down to 16,300. Ms. Mitchell noted that she would like specific direction regarding the population forecasts and explained she wants to avoid any confusion as to which forecast should be used by Bolton and Menk for the transportation component of the Comp Plan.

Mayor Meger explained that the Comp Plan was based on a 2030 projected population of 19,452. Parcels will be removed in the data in order to meet the Met Council requirements of 16,300 for the transportation component.

MOTION by Commissioner Chaussee, second by Commissioner Trost, to accept the revisions to the 2007 Comprehensive Plan Update for Forecasts, Land Use/ Annexation, Housing, and Traffic Analysis Zones as outlined in a memo dated November 27, 2007 from Joanne Foust, Municipal Development Group. Commissioner Bowman VOTED NAY. ALL OTHERS VOTED AYE. MOTION CARRIED.

MOTION by Commissioner Bowman, second by Commissioner Chaussee, to recommend that Gina Mitchell of Bolton and Menk and Joanne Foust of Municipal Development Group work with the Metropolitan Council to determine the 2030 projected population figure and to authorize Bolton and Menk and Municipal Development Group to proceed with altering the Comp Plan to accommodate the required population projection figures of Met Council. ALL VOTED AYE. MOTION CARRIED.

It was the consensus of the Commission that if the Met Council requires a 2030 projected population of 16300, staff is directed to bring this issue back at a future meeting.

4.2. Conditional Use Permit. The Planning Commission will accept public comment on a request by Elizabeth Washington and Cheryl Green for a conditional use permit to allow a foster home at 932 South Cedar Street, R-1, Single Family District.

Vice Chair Pressley referenced a memo dated December 5, 2007 from Community Development Director Rosenfeld regarding a request for a conditional use permit for adult foster care at 932 South Cedar Street.

Community Development Director Rosenfeld explained that Elizabeth Washington, the primary resident and owner at 932 South Cedar in Belle Plaine, is requesting the review of a Conditional Use Permit to allow for foster care of adult women in her place of residence. Co-applicant, Cheryl Green, will be assisting Ms. Washington in the application process and residential care at the residence, but is not an employee to Ms. Washington. The zoning classification for this property is designated as R-1: Residential Single Family District. Within the R-1 zoning district a conditional use permit is required in order to allow for foster homes licensed by the State of Minnesota serving six (6) or less mentally or physically challenged persons. Foster care is also considered a permitted home occupation under City Code Chapter 11, Section 1107.16. Under the provisions of this section, the applicant has indicated the following characteristics specific to this request: There will be no change to the residential character which results in disturbance to the surrounding residential uses, there will be no exterior signs or interior signs that are visible to the outside of the dwelling, there will be no additional employees at the residence and there will be no additional parking demand in excess to that which can be accommodated in an existing driveway. Staff recommends that approval be based upon a home occupation license being obtained prior to additional residents residing on the premise.

Vice Chair Pressley opened the public hearing at 7:13 p.m. and asked for public comment.

Elizabeth Washington, 932 South Cedar Street, applicant, explained that she would like to operate an adult foster care for disadvantaged women. She would like to provide resources to these women to help them improve their living conditions.

MOTION by Commissioner Trost, second by Commissioner Bowman, to close the public hearing at 7:16 p.m. ALL VOTED AYE. MOTION CARRIED.

Commissioner Bowman inquired about accessibility. Community Development Director Rosenfeld explained that residential districts are not bound by the Americans with Disabilities Act. Commissioner Chaussee commented that he supports the concept of foster care as presented by Ms. Elizabeth Washington.

4.2.1. Resolution PZ-07-039 Recommendation for a Conditional Use Permit to Allow a Foster Home at 932 South Cedar Street.

MOTION by Commissioner Trost, second by Commissioner Chaussee, to approve Resolution PZ-07-039 Recommendation for a Conditional Use Permit to Allow a Foster Home at 932 South Cedar Street. ALL VOTED AYE. MOTION CARRIED.

5. BUSINESS.

5.1. Commercial Design Standards Update.

Vice Chair Pressley referenced a memo dated December 5, 2007 from Community Development Director Rosenfeld regarding an update on the commercial design standards.

Community Development Director Rosenfeld explained that the newly created Commercial Design Committee has met several times to discuss the direction of the committee. The committee feels it is necessary at this time to update the City's design standards due to an expectation of projected commercial growth in the City. The Commercial Design Committee has met with Mr. Dewey Thorbeck, Director for the University of Minnesota Center for Rural Design, a few times. The expected timeframe of the project is three to four months with the process starting in January. The cost of the project is not to exceed \$18,630.00. The project cost will be split amongst Administration, EDA, Planning and Zoning and HRA, as this project will benefit the entire community. The City approved a contract with the University of Minnesota for the proposed design services on December 3, 2007. It is appropriate for the Planning Commission to endorse the City Council's action for the services by the University of Minnesota Center for Rural Design.

Commissioner Bowman commented that Phase II will involve the community to help identify a vision for commercial and industrial land uses.

MOTION by Commissioner Bowman, second by Commissioner Schneider, to support the Council's decision to enter into a contract with the University of Minnesota Center for Rural Design for the preparation of commercial design standards. ALL VOTED AYE. MOTION CARRIED.

6. ADMINISTRATIVE REPORTS.

6.1. Upcoming Meetings.

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

The Commissioners were reminded of the upcoming meeting as listed.

7. ADJOURN.

MOTION by Commissioner Chaussee, second by Commissioner Bowman, to adjourn at 7:24 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings
Recording Secretary