



MEMORANDUM

DATE:	January 8, 2018
TO:	Chairperson Hetzel, PC Commissioners, and Interim Administrator Meyer
FROM:	Cynthia Smith Strack, Community Development Director
RE:	6.1: 2017 Annual Report

GENERAL INFORMATION

The Planning Commission began reflecting on previous activities and creating a designated work plan/goal list on an annual basis in 2015. Attached please find a draft 2017 annual report. The report addresses: PC functions, work completed in 2017, and a starting point for discussion of 2017 goals.

Discussion regarding presentation of the report to the City Council is requested. **Specifically, whether the PC deems it most appropriate to present the report during regular session or have the report placed on the consent agenda.** If presentation is warranted, volunteers to present the information are requested.

ACTION

Review and authorization/direction to submit to the City Council is kindly requested.

Planning and Zoning Commission

2017 Annual Report



PLANNING AND ZONING COMMISSION ANNUAL REPORT: 2017

As a means of reflection and consideration of goal setting for 2018, the following is a report on Planning and Zoning Commission activity in 2017. This report will also be offered to the City Council for consideration of acceptance.

PURPOSE:

The City of Belle Plaine has established the Planning and Zoning Commission as provided under Minn. Stat. §462.354, Subd. 1(2). The Commission is advisory to the City Council and supported by Community Development Department staff.

With assistance from the Community Development Department, the Commission is responsible for development and administration of the Comprehensive Plan, land use (zoning) standards, platting and subdivision standards, and it functions as the Board of Zoning Appeals and Adjustments (variances, appeals).

The Commission functions in three distinct capacities:

1. Planning capacity: The Commission assists the City Council in establishing a vision for the community and guides the steps necessary to reach that vision (Comprehensive Plan: *Destination 2040*).
2. Legislative capacity: The Commission studies regulations and proposes changes as needed to achieve the vision contained in the Comprehensive Plan.
3. Regulatory capacity: The Commission applies the ordinances and rules to specific situations in fulfillment of the vision encompassed in the Comprehensive Plan.

2017 APPOINTMENTS:

The following appointments to the Planning Commission were effective in 2017:

Nate Hvidsten (Chair, Resigned)	Ashby Carter	Catherine Tarbell
Anthony Hetzel (Chair)	Ashton Pankonin	Paul Chard (CC Liaison)
Brittney Cotner		

The following officers were elected by the Planning Commission in 2017:

Chair:	Nate Hvidsten, Anthony Hetzel
Vice Chair:	Anthony Hetzel, Ashton Pankonin
Secretary:	Ashton Pankonin, Catherine Tarbell

2017 MEETING DATES:

The Belle Plaine Planning Commission volunteers met 19 times in 2017. Regular meetings are held the second Monday of each month at 6:30 p.m. in the Council Chambers at the Belle Plaine City Hall. In 2016 the PC held twelve regular meetings, one joint meetings with the Council, one special meeting, two training sessions, and participated in three quarterly meetings relating to *Destination 2040*.

CORE INITIATIVES AND STRATEGIC DIRECTIONS:

The Planning and Zoning Commission pursues the following priorities:

1. Consistent, balanced, and methodical administration of the zoning ordinance in response to property owner requests for: rezoning, variance, conditional use permit, and interim use permit issuance.
2. Consistent, balanced, and methodical administration of the subdivision ordinance in response to property owner/developer requests for plat approval and minor subdivisions.
3. Active participation in *Destination 2040*, an ongoing comprehensive plan update effort.
4. Administration and implementation of the 2030 (current) Comprehensive Plan.
5. Establishment of relevant land use and subdivision regulations that relate to existing conditions and the vision identified within the Comprehensive Plan.
6. Creation of a detailed, accurate, and permanent record for each land use and subdivision request to be retained at City Hall for future reference and/or establishment of a common rationale for reviewing requests and administering applicable ordinances.

PLANNING ACTIVITIES: 2017

Over the past year the Planning and Zoning Commission functioned in its planning capacity when supporting *Destination 2040 Belle Plaine* the City's comprehensive plan update process.

- **January 9, 2017:** The PC reviewed future land use options adjacent to Commerce Drive West and TH 169 area potentially served by extension of sanitary interceptor sewer.
- **January 9, 2017:** The PC discussed and set goals for 2017.
- **March 8, 2017:** The PC participated in “*Navigating Your Competitive Future*” work shop lead by the Urban Land Institute of MN.
- **March 13, 2017:** The PC held a public hearing to consider an administrative amendment to the 2030 Comprehensive Plan pertaining to a planned land use change for Tatiana Fields. Planned land use was medium to high density residential proposed for highway commercial as a means of accommodating a proposed commercial recreation use. The PC recommended the Council authorize submittal of the amendment to the Metropolitan Council.

- **June 7, 2017:** *Destination 2040* meeting. Topic was land use.
- **July 10, 2017:** The PC held a public hearing to accept input on a minor comprehensive plan amendment proposing a change in planned land use for a one-acre parcel adjacent to Church Street. The minor plan amendment would have allowed a workforce housing project to move to development review. The PC recommended the Council approve the minor comprehensive plan amendment. The City Council postponed action on the plan amendment request at a meeting July 17th and ultimately denied the request at a meeting in August.
- **September 11, 2017:** The Planning Commission review draft land use maps and narratives proposed for inclusion in *Destination 2040*.
- **September 13, 2017:** *Destination 2040* meeting. Review community health, wellness, and resiliency component and land use maps.

LEGISLATIVE ACTIVITIES: 2017

The following code updates/amendments were developed, processed, and recommended by the Planning Commission in 2017 when functioning in its legislative capacity. Ordinances once generated were heard in public and then forwarded to the Mayor and City Council for consideration of approval. The typical process followed included: issue identification, research, review of intent, review of impact on properties in Belle Plaine, revision/adjustment, and public hearing.

- **January 9, 2017:** The PC held discussion on potential changes to home occupation signage standards and the potential to add language to the code regarding firing ranges.
- **February 13, 2017:** The PC held a public hearing regarding allowable signage for home occupations. The Commission recommended the Council approve a code amendment to clarify the type/volume of signage for home occupations.
- **March 13, 2017:** The PC held a public hearing to consider an ordinance rezoning a ten-acre parcel from mixed housing to highway commercial to accommodate a commercial recreation complex “Tatiana Fields”. The PC recommended the Council approve the rezoning. On March 20th, the Council approved the rezoning, subject to Metropolitan Council approval of a comprehensive plan amendment.
- **March 13, 2017:** The PC held a public hearing to consider public testimony pertaining to proposed language allowing firing ranges in all commercial and industrial districts subject to conditional use permit issuance. The PC recommended the Council approve the proposed ordinance. On March 20th the Council approved the code amendment.
- **March 13, 2017:** The Planning Commission held a public hearing to consider an ordinance repealing and replacing site plan review standards. The proposed language converted site plan review to an administrative process with an option to refer to the Planning Commission and/or City Council. The PC recommended the Council approve the proposed

repeal/replace and place the new standards into effect. On March 20th the Council approved the code amendment.

- **June 12, 2017:** The Planning Commission held a public hearing pertaining to repeal and replacement of sign regulations. Following the hearing the Commission recommended approval of the code change to the Council. The Council approved the code amendment on June 19, 2017.
- **June 12, 2017:** The Commission held a public hearing to consider a code amendment clarifying regulations pertaining to swimming pools. The Commission recommended the Council approve the code amendment. The Council approved the Code amendment on June 19th.
- **July 10, 2017:** The PC held a public hearing to accept input on an ordinance proposing rezoning of a one-acre parcel adjacent to Church Street from Industrial Commercial to Mixed Residential. The rezoning would have allowed a workforce housing project to move to development review. The PC recommended the Council approve the rezoning request. The City Council postponed action on the rezoning request at a meeting July 17th and ultimately denied the request at their August 21st meeting.
- **September 18, 2017:** The Planning Commission and City Council held a joint work session regarding detached accessory structures. A moratorium on detached accessory structures exceeding 900 square feet will be drafted for consideration by the City Council.

REGULATORY ACTIVITIES: 2017

Several land use and subdivision applications were processed by the Planning Commission in 2017 functioning in its regulatory capacity. Public hearings were held and recommendations were made to the City Council. The City Council may rule against a Planning Commission recommendation.

- **February 13, 2017:** The Planning Commission held a public hearing on a variance request from Ridgeview Medical Center pertaining to maximum sign area for monument and on-site directional signs. The PC recommended conditional approval of the variance to the Council. The Council approved the request on February 22nd.
- **March 13, 2017:** The PC held a public hearing to consider preliminary plat and site plan approval for "Tatiana Fields". The PC recommended the Council approve the preliminary plat and site plan with conditions. The Council authorized submittal of the plan amendment to the Metro Council on March 20th and authorized placement of the amendment into effect in June.
- **March 13, 2017:** The Planning Commission reviewed a request from the Belle Plaine School District for an administrative subdivision applicable to a parcel adjacent to Market Street. The split will allow the exchange of property between the school and the city. The Council approved the split on March 20th.

- **April 3, 2017:** The Planning Commission reviewed a request for an administrative subdivision of property at 326 Ash Street South. The PC recommended the Council approve the split with conditions, including acquisition of a sidewalk/trail easement. The Council approved the administrative split at their regular meeting on April 3rd.
- **May 8, 2017:** The Planning Commission reviewed requests for an administrative subdivision of two properties adjacent to Commerce Drive West owned by the same individual. Both minor subdivisions were recommended for approval with conditions. The City Council approved both minor subdivision requests on May 15th.
- **May 8, 2017:** The Planning Commission reviewed a request for administrative subdivision of a large parcel which was previously subject to concept planning. The PC recommended the City Council approve the minor subdivision with conditions. The Council approved the administrative split on May 15th.
- **May 8, 2017:** The Planning Commission reviewed a final plat for Tatiana Fields. The Commission recommended approval of the plat to the City Council, with conditions. The Council approved the final plat on June 19th.
- **June 12, 2017:** The Planning Commission reviewed a final plat for Buesgens Commercial Center. The Commission recommended approval of the plat to the City Council, with conditions. The Council approved the final plat on July 17th.
- **July 10, 2017:** The Commission held a public hearing to consider two variance requests pertaining to a detached garage at 325 Elm Street North. The Commission recommended PC recommended the City Council approve a variance request to allow a detached accessory structure to be placed in front of an existing dwelling. The Commission recommended the City Council deny a variance request to allow a detached accessory structure to encroach into a front yard setback. The Council approved a variance to allow placement of a detached accessory structure in front of an existing principal structure and denied a variance to front yard setback at their July 17th regular meeting.
- **August 14, 2017:** The Planning Commission held a public hearing to consider a conditional use permit to allow a garage exceeding 900 square feet at 224 Church Street West. The public hearing also included consideration of a request for a non-conformance expansion permit. The Commission recommended approval of the CUP and non-conformance expansion permit with conditions. Additional discussion followed, eventually leading to a moratorium on detached accessory structures exceeding 900 square feet in area. The Council approved the requests at their August 21st meeting.
- **August 14, 2017:** The Planning Commission held a public hearing to consider a conditional use permit to allow a garage exceeding 900 square feet at 420 Chestnut Street North. The PC recommended conditional approval of the CUP request. The City Council approved the CUP at a meeting August 21st.
- **August 14, 2017:** The Planning Commission considered a concept plan submitted by Matt Kes for property adjacent to Elk Street. The Commission recommended approval of the concept with conditions. The Applicant rescinded his request for approval of the concept plan at the August 21st City Council meeting.

- **August 14, 2017:** The PC considered a lot combination request and companion easement (utility and drainage on shared property line) for 932 and 936 Riverview Lane. The lot combination will allow construction of a dwelling on the combined parcel. The Commission recommended approval of the lot combination subject to easement vacation by the City Council. The Council approved the lot combination and easement vacation on August 21st.
- **October 9, 2017:** The Planning Commission conducted a hearing pertaining to City staff's interpretation of fence standards.
- **November 13, 2017:** The Planning Commission held a public hearing to consider a variance to maximum garage door height at 936 Riverview Lane. The Commission recommended conditional approval of the variance request. The City Council approved the variance request on November 20th.
- **December 11, 2017:** The Planning Commission considered a request for a minor subdivision of property at 901 Court Street West. The PC recommended the Council approve with conditions. The City Council approved the minor subdivision request at a regular meeting December 18th.

PLANNING GOALS: 2018

The Planning Commission established the following goals for the calendar year 2018 at its January 9th regular meeting:

Planning function

- Complete comprehensive plan update: *Destination 2040*
- Pursue land use policies which provide homes in Belle Plaine for persons working in Shakopee
- Pursue planned land use policies providing for additional quasi-industrial and industrial uses
- Advocate for sustainable land use practices as evidenced by: advancing to GreenStep Cities Step 3, receiving at least a bronze designation from the SolSmart Program, and supporting the Mayor's Monarch Pledge

Legislative function

- Provide for vertical (as opposed to horizontal) expansion throughout commercial/industrial zones and provide for higher clear ceiling heights in industrial zones by amending maximum height standards as appropriate
- Clarify code language regarding non-conforming expansion permit issuance criteria
- Clarify standards pertaining to outdoor storage and parking pads.

- Consider amending the code to allow for accessory dwelling units
- Consider clarifying language pertaining to non-conformance expansion permits
- Review code for housekeeping issues as become apparent
- As time permits review code standards to determine compliance with state/federal rules

Regulatory function

- Review requests for platting, variances, rezoning, text amendment, and conditional use permits in a timely, consistent, and professional manner with the process prescribed by the zoning and/or subdivision ordinance.
- Implement strategies within the Comprehensive Plan relating to land use and subdivision of property.