

**BELLE PLAINE PLANNING & ZONING COMMISSION  
REGULAR MEETING  
AUGUST 8, 2016**

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

The Planning and Zoning Commission met in Regular Session on Monday, August 8, 2016 at City Hall, 218 North Meridian Street, Belle Plaine, MN. Chair Nate Hvidsten called the meeting to order at 6:30 p.m. with Commissioners Ashton Pankonin, Ashby Carter and Brittney Cotner present. Commissioner Anthony Hetzel was not present. Also present were Council Liaison Henry Pressley and Community Development Director Cynthia Smith Strack. Alternate Catherine Tarbell was not present.

**2. APPROVAL OF AGENDA.**

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

**3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of July 11, 2016.**

MOTION by Commissioner Cotner, second by Commissioner Pankonin, to approve the Regular Session Minutes of July 11, 2016. ALL VOTED AYE. MOTION CARRIED.

**4. RECOGNITION OF INVOLVED CITIZENS.**

Mayor Michael Pingalore was present and distributed a letter regarding meeting decorum. He explained the importance of the utmost professional conduct at public meetings.

**5. PUBLIC HEARINGS – NONE SCHEDULED.**

**6. BUSINESS.**

**6.1. Second Driveways and Parking Pads.**

Community Development Director Smith Strack explained that at the June meeting the Planning Commission briefly discussed second driveways and a code requirement such drives extend to structures with garage doors. The discussion followed a series of requests for second driveways that do not meet code requirement. In particular, resident Chris Potter, 968 Mallard Lane spoke to the Planning Commission regarding parking of a recreational vehicle on his corner lot. Mr. Potter, under existing code, may create a parking pad in his yard adjacent to Ridge Lane for parking of a recreational vehicle. The pad could be accessed by maneuvering over the high-back curb. Provided the standards of 1107.08, Subd. 1 (Outside storage) are achieved, no screening is necessary. Rather than a “detached” freestanding parking pad. Mr. Potter requested discussion regarding second driveway access to the parking pad. Staff suggested input also be secured from the Public Works Committee. The Public Works Committee discussed the issue July 12<sup>th</sup> and recommended no changes to the existing ordinance.

The Commissioners reviewed the City Code language relating to off-street parking and outside storage. Commissioner Pankonin asked why there is a need to limit driveway cuts. Community Development Director Smith Strack explained to help facilitate storm water drainage. Commissioner Carter commented that current zoning indicates that a garage without a driveway is allowed, but not a driveway without a garage. Commissioner Hvidsten believes the request by Mr. Potter is acceptable since he meets the regulations except for the garage requirement. Council Liaison Pressley criteria would be to meet the garage setback requirements. Commissioner Cotner commented on the need to abide by lot coverage regulations and was opposed to unnecessary bituminous and cement coverage. Commissioner Pankonin does not support allowing curb cuts and driveways without requiring a garage. Commissioner Hvidsten commented that it may prevent parking vehicles on the street and believes there are enough stringent regulations that there would not be a huge influx of requests. Commissioner Pankonin finds it difficult to go against the recommendations of the Public Works Superintendent and City Engineer. Commissioner

Hvidsten requested sample ordinance language from neighboring cities. Community Development Director Smith Strack explained that although she will be able to obtain parking pad standards, it may be difficult to find language regulating curb cuts. Belle Plaine's ordinance does not include regulations pertaining to parking pad regulations.

## **6.2. Bluff Preservation.**

Community Development Director Smith Strack explained that in February the Planning Commission discussed goals for 2016. The Planning Commission expressed interest in routinely reviewing sections of the code for administrative purposes. Section 1109.06 of the code relates to bluff preservation. Staff interprets the Section applicable to ravines where slopes exceed 30 percent. The code is lacking in clarity. Significant portions of the City are marked by severe fluctuations in topography including: Farmer's Ridge 1<sup>st</sup> Addition, Provence, Sunset Addition, properties adjacent to Church Street West, areas in the NW quadrant north of State Street, Edberg ravine, and Robert Creek ravine. Community Development Director Smith Strack provided a marked-up copy of the code language and a contour map of the City. She reported that there are currently three projects affected the bluff preservation.

Commissioner Pankonin believes it is very important to maintain the integrity of the bluffs and noted the efforts of the Scott Soil and Water Conservation District. Council Liaison Pressley noted the City's liability and need to define bluff and protect the City's liability. Commissioner Carter would like to see language from other cities and has observed the many homes constructed on bluffs. The Commissioners believed it was pertinent to obtain language from Scott County Soil and Water District. Commissioners Carter and Pankonin supported have regulations that empower administrative approval for grading plans. Commissioner Hvidsten concurred, commenting that regulations will protect the City and environment. Commissioner Carter believed it was not necessary to assist with drafting the language. Council Liaison Pressley requested input from the City Engineer. Community Development Director Smith Strack suggested that a geologist be invited to attend an upcoming Planning Commission meeting.

## **7. ADMINISTRATIVE REPORTS.**

### **7.1. Commissioner Comments.**

Commissioner Pankonin commented the quality, or lack thereof, of the entrance monument along TH 25/Walnut Street.

### **7.2. Director's Report.**

Community Development Director Smith Strack summarized the Director's Report.

### **7.3. Upcoming Meetings.**

**1. Next Regular Meeting, 6:30 p.m., Monday, September 12, 2016.**

**2. Destination BP 2040, 6:00 pm, Wednesday, September 14, 2016.**

The Commissioners were reminded of the upcoming meetings as listed.

## **8. ADJOURNMENT.**

MOTION by Commissioner Pankonin, second by Commissioner Carter, to adjourn at 7:35 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings  
Recording Secretary