

**BELLE PLAINE PLANNING & ZONING COMMISSION
REGULAR MEETING
DECEMBER 12, 2016**

1. CALL TO ORDER. 1.1. Roll Call.

The Planning and Zoning Commission met in Regular Session on Monday, December 12, 2016 at City Hall, 218 North Meridian Street, Belle Plaine, MN. Vice Chair Anthony Hetzel called the meeting to order at 6:30 p.m. with Commissioners Ashby Carter and Ashton Pankonin present. Also present was Community Development Director Cynthia Smith Strack. Council Liaison Henry Pressley and Commissioners Brittney Cotner, Nate Hvidsten and Alternate Catherine Tarbell were not present.

2. APPROVAL OF AGENDA.

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

3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of November 14, 2016.

MOTION by Commissioner Pankonin, second by Commissioner Carter, to approve the Regular Session Minutes of November 14, 2016 as presented. ALL VOTED AYE. MOTION CARRIED.

4. RECOGNITION OF INVOLVED CITIZENS.

No one spoke during the public forum.

5. BUSINESS.

5.1. Planning and Zoning Commission Annual Report.

Community Development Director Smith Strack presented the Planning and Zoning Commission Annual Report as a means to reflect on business conducted over the past year and consider goals for 2017. The Power Point presentation highlighted the core initiatives and strategic direction and planning, legislative and regulatory activities of 2016. The goals of 2016 as set at the Planning Commission meeting of February 8, 2016 were listed, which included the preparation of the 2040 Comprehensive Plan.

MOTION by Commissioner Pankonin, second by Commissioner Carter, to approve the 2016 Annual Planning Report as prepared by Community Development Director Smith Strack and to recommend approval by the City Council. ALL VOTED AYE. MOTION CARRIED.

5.2. Discussion: Signs for Home Occupations.

Community Development Director Smith Strack explained that she received a call from an entrepreneur who is interested in starting a home-based bakery business. She would like to provide signage to alert customers of where the establishment is located. Ultimately, she hopes to expand into an existing commercial space in town but at this time must start with a home-based business. At this time the City Code allows a home occupation to have one nameplate type sign not exceeding one square foot. No other signage is allowed. The entrepreneur noted such a sign is difficult to find online without requiring a custom order. She would like to have an 18" X 21.5" sign in her yard relating to the business. The existing standard appears to be quite restrictive when compared to allowances in other communities. Community Development Director Smith Strack asked the opinion of the Commissioners.

Commissioner Pankonin favored a sign attached to the home rather than free-standing and asked for information about signage regulations of other communities. He prefers the ordinance to remain restrictive to prevent unusually large or distracting signs. He suggested further review of regulations, including those from other cities as a comparison. Commissioner Carter suggested the Design

Committee review the sign to ensure that it is professional in nature. Commissioner Hetzel questioned the promotion of home occupation business which appears to be dependent on signage. Commissioner Carter commented on the importance of identifying a business address for delivery services such as USPS, USP and FedEx. Commissioner Carter questioned the amount of retail traffic if a home owner is featuring an open house. Community Development Director Smith Strack noted the applicant is a baker and wants to sell baked goods out of her home. The MN Department of Health is responsible for inspections and issuance of food licenses. Community Development Director Smith Strack explained that she would like to nurture home occupation businesses due to the potential for success and moving into a commercial building. Community Development Director Smith Strack explained the applicant has a sign and is seeking permission to install it at her residence. The City Ordinance allows a temporary sign for up to 14 days. Commissioners Pankonin and Carter noted the difficulties in regulating home occupation businesses and signage.

It was the consensus to direct Staff to obtain regulations of other cities regarding allowable signage related to home occupations. Commissioner Hetzel requested the regulations of Orono. This topic will be placed on the next Planning Commission agenda for further review.

5.3. Review of Maxfield Research Draft Commercial/Industrial Study.

Community Development Director Smith Strack provided the Commissioners with a bound copy of a draft commercial/industrial market study completed by Maxfield Research and applicable to Scott County cities. The study contains detailed analysis of retail, office, and industrial markets, inventories existing market supply, and forecasts demand for commercial and industrial uses at a regional and local level.

Community Development Director Smith Strack lead the Commissioners in review of the Maxfield Research Study. A general understanding of the study findings will assist the Planning Commission in considering potential goals for 2017, building perspective and knowledge of the local economy, and evaluating methods of streamlining regulations. The Study creates a very useful tool for not only the Planning Commission, but for the EDA and Council as well.

The Commissioners were presented information on the future demand for commercial and industrial buildings, indicating that industrial demand was larger than commercial. The report shows Belle Plaine will have a demand for over 1M square feet of commercial and industrial space by 2040. Highlights in the demographic analysis section were reviewed, including educational and consumer expenditure.

The Commissioners thanked Community Development Director Smith Strack for presenting the highlights of the Maxfield Commercial/Industrial Study. The believed the study provided a valuable tool for future planning.

5.4. Discussion: 2017 Goals.

Community Development Director Smith Strack explained the summary of Planning Commission goals established for 2016 is included in the 2016 annual report. The review and discussion of data of the draft commercial/industrial market study will provide perspective on potential priorities relating to development review. As a goal, Community Development Director Smith Strack suggested a small group meeting with representatives from Ridgeview Medical and the Lutheran Home Association to discuss the development process and gain input as to what worked well and what needs improvement.

1. Goals Continuing from 2016:
 - a. Continue update of *Destination 2040 Belle Plaine*.
 - b. Consider update of sign code to reference commercial and non-commercial speech and to remove references to specific classes of signs.
 - c. Review code for housekeeping issues as they become apparent.
 - d. As time allows, review code standards to determine compliance with state/federal rules.

- e. Review requests for platting, variances, rezoning, text amendment, conditional use permits, and interim use permits in a timely, consistent, and professional manner with the process prescribed by the zoning and/or subdivision code.
 - f. Implement/administer the 2008 Comprehensive Plan.
2. New efforts (examples only):.
- a. *Conduct small-group interview with RMC and TLHA (at their place) to debrief on City regulatory and review process related to their project. Perhaps one EDA Member, on PC Member, and one Council Member.*
 - b. *Consider allowing site plan review (especially for additions) under administrative review process versus recommendation by the PC and approval by the CC.*
 - c. *Pursue policies which provide homes in Belle Plaine for workers in Shakopee.*
 - d. *Consider policies encouraging industrial development and job creation: e.g. guide more areas closer to Hwy 169 to industrial planned land use, consider methods of reducing construction cost (i.e. less expensive building standards), allow for clear ceiling heights 32+ feet, review parking/loading standards, etc.*

Due to the absence of two Commissioners, it was determined the 2017 Goals will be discussed at the next meeting. Commissioner Hetzel would like to see a workshop dedicated to goal setting. Commissioners Hetzel and Carter supported adding the items identified as “new efforts” to the goals of 2017.

MOTION by Commissioner Pankonin, second by Commissioner Carter, to add the “new efforts” items as listed in a memo from Community Development Director Smith Strack dated December 12, 2016 to goals for 2017. Furthermore, the Commissioners will prioritize the goals at their next meeting on January 9, 2017. ALL VOTED AYE. MOTION CARRIED.

6. ADMINISTRATIVE REPORTS.

6.1. Commissioner Comments.

Commissioner Pankonin informed the Commission the Minnesota Conservation Federation is seeking an Olympic-size outdoor gun range in proximity to the MSP airport. They advised that Belle Plaine could be a potential site. Commissioner Pankonin also suggested that Belle Plaine as a location for a trade or technical school. Commissioner Carter recommended discussion on indoor and outdoor gun ranges be added to next month’s agenda.

6.2. Director’s Report.

Community Development Director Smith Strack will provide the Director’s Report at the next meeting.

6.3. Upcoming Meetings.

1. Next Regular Meeting, 6:30 p.m., Monday, January 9, 2017.

The Commissioners were reminded of the next meeting as listed.

7. ADJOURNMENT.

MOTION by Commissioner Pankonin, second by Commissioner Carter, to adjourn at 8:22 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings
Recording Secretary