



MEMORANDUM

DATE: January 14, 2019
TO: Chairperson Carter, Members of the Planning Commission, and Administrator Meyer
FROM: Cynthia Smith Strack, Community Development Director
RE: Agenda Item 6.5: Annual Report to City Council

GENERAL INFORMATION

The Planning Commission reviewed a draft report to the City Council at the December meeting. The PC requested an additional goal pertaining to collaborating with elected and appointed officials to advance housing types and options be added. The Commission recommended the report be presented to the City Council during the business portion of meeting of a future Council meeting.

Commissioners Carter and Pankonin will be presenting the report on Tuesday, January 22nd (Monday the 21st is a holiday) as soon after 6:30 as possible. A final copy of the annual report is attached.

ACTION:

This item is for information.

Planning and Zoning Commission

2018 Annual Report



PLANNING AND ZONING COMMISSION ANNUAL REPORT: 2018

As a means of reflection and consideration of goal setting for 2019, the following is a report on Planning and Zoning Commission activity in 2018. 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.

2018 APPOINTMENTS:

The following appointments to the Planning Commission were effective in 2018:

Ashby Carter (Chair)	Ashley Cauley	Paul Chard (CC Liaison)
Omni Kiecker (Secretary)	Ryan Herrmann	Ashton Pankonin (Vice Chair)
Brittney Cotner (Alternate)	Lee Peterson (Alternate)	Theresa McDaniel (CC Alternate)

The following officers were elected by the Planning Commission in 2018:

Chair:	Ashby Carter
Vice Chair:	Ashton Pankonin
Secretary:	Omni Kiecker

2018 MEETING DATES:

The Belle Plaine Planning Commission volunteers met 12 times in 2018. 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.

CORE INITIATIVES AND STRATEGIC DIRECTIONS:

The Planning and Zoning Commission pursued the following priorities in 2018:

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: 2018

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 8, 2018:** The PC reviewed *Destination 2040* planned outcomes pertaining to livability, stewardship, and sustainability.
- **May 14, 2018:** The PC provided input on several items pertaining to the draft Scott County 2040 Comprehensive Plan update.
- **May 14, 2018:** The Commission reviewed a proposed sale (Lot 3, Block 1 Valley Business Park 3rd) of City property to determine consistency with the 2030 Comprehensive Plan.
- **July 11, 2018:** The PC conducted a public hearing on the draft plan update prior to distribution to affected jurisdictions.
- **July 11, 2018:** The Commission reviewed a proposed sale (Lots 1 & 2, Block 1 Valley Business Park 3rd) of City property to determine consistency with the 2030 Comprehensive Plan.

- [December 10, 2018](#): The Commission held a public hearing on the final draft of *Destination 2040*. The Commission recommended the Council approve the draft and submit to the Metropolitan Council for authorization to place the plan into effect.

LEGISLATIVE ACTIVITIES: 2018

The following code updates/amendments/frameworks were developed, processed, and recommended by the Planning Commission in 2018 when functioning in its legislative capacity. Ordinances if generated were heard in public and then forwarded to the Mayor and City Council for consideration of approval. The typical legislative process followed included: issue identification, research, review of intent, review of impact on properties in Belle Plaine, revision/adjustment, and public hearing.

- [January 8, 2018](#): The PC held discussion on potential changes to off-street parking and outdoor storage.
- [February 12, 2018](#): The PC held a public hearing on Ordinance 18-01 pertaining to detached accessory structures. The Commission recommended the Council approve a code amendment to clarify accessory structure standards.
- [February 12, 2018](#): The PC held discussion draft Ordinance 18-03 pertaining to outdoor storage.
- [February 12, 2018](#): The PC held discussion draft Ordinance 18-04 pertaining to off-street parking.
- [February 12, 2018](#): The PC discussed a draft update to the Chapter 400 of the City Code pertaining to nuisances and reviewed draft code enforcement policy.
- [March 12, 2018](#): The Planning Commission held a public hearing to consider Ordinance 18-03 which proposed changes to Section 1107.08 of the code pertaining to outdoor storage. The Commission recommended approval of the draft ordinance.
- [March 12, 2018](#): The Planning Commission held a public hearing to consider Ordinance 18-04 which proposed changes to Section 1107.12 of the code pertaining to off-street parking. The Commission recommended approval of the draft ordinance.
- [March 12, 2018](#): The Planning Commission held a public hearing to consider Ordinance 18-05 which proposed clarification of allowable roofing materials within the Central Business District. The Commission did not recommend approval of the draft ordinance.
- [March 12, 2018](#): The Planning Commission held initial discussion pertaining to natural landscapes.
- [April 9, 2018](#): Guest Alyssa Alness from the Scott County Soil and Water Conservation District presented information to the Commission pertaining to natural landscapes. The Commission recommended the same presentation be given to the Park Board.

- **May 14, 2018:** The PC discussed potential code standards pertaining to natural landscapes.
- **July 9, 2018:** The Commission discussed draft code language pertaining to natural landscapes.
- **August 13, 2018:** The Commission discussed interest in developing a framework for allowance of accessory dwelling units.
- **August 13, 2018:** The Commission discussed approaches to updating commercial & industrial design standards following split recommendation on a variance for exterior materials early in the summer.
- **September 10, 2018:** The Commission developed a potential regulatory framework for amending the City Code to allow accessory dwelling units.
- **October 8, 2018:** The Commission finalized a draft regulatory framework pertaining to accessory dwelling units.
- **October 8, 2018:** The Commission discussed the potential to update the subdivision code pertaining to the allowable timeline for recording a final plat after Council approval. Staff proposed extending the timeline from 90 to 180 days. The Commission called for a public hearing to be held at the November 13th meeting.
- **November 13, 2018:** The Commission held a public hearing on Ordinance 18-06 pertaining to recording deadlines for final plats. The code amendment would allow subdividers 180 days (current standard 90 days) to record final plats after approval. The Commission recommended approval of the code amendment.
- **November 13, 2018:** The Commission reviewed a report from SolSmart referencing potential solar energy code updates that could promote the deployment of solar energy systems. The City recently received a “bronze” designation from SolSmart recognizing efforts to promote solar energy use. The Commission specifically reviewed height and flush mount limitations for SES installed on flat roofs.
- **December 10, 2018:** The Commission considered potential language to provide flexibility for roof mounted solar panels.

REGULATORY ACTIVITIES: 2018

Several land use and subdivision applications were processed by the Planning Commission in 2018 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.

- **March 12, 2018:** The PC held a public hearing to consider a preliminary plat for Provence On The River Second Addition. The Commission recommended conditional approval of the plat to the City Council.

- [March 12, 2018](#): The PC held a public hearing to consider a preliminary plat for Valley Business Park 3rd Addition. The Commission considered preliminary and final plat concurrently and recommended conditional approval of both.
- [March 12, 2018](#): The Planning Commission reviewed and recommended conditional approval of a concept plan for Milton Heights, a residential planned unit development.
- [April 9, 2018](#): The Planning Commission reviewed proposed drainage and utility easement vacations and vacation of a portion of Plateau Lane. The vacation requests related to Provence On The River 2nd Addition.
- [May 14, 2018](#): The PC held a public hearing on a revised preliminary plat for Valley Business Park 3rd Addition. The Commission recommended conditional approval of the revised preliminary plat and concurrent final plat review.
- [June 11, 2018](#): The Planning Commission held a public hearing on a preliminary plat for Emma Krumbee’s Third Addition. The Commission reviewed the final plat concurrent with the preliminary plat and recommended conditional approval of both.
- [June 11, 2018](#): The PC held a public hearing on a request for a conditional use permit to allow conversion of a retail store to an event center. The Commission postponed action on the request following closure of the public hearing.
- [June 11, 2018](#): The Planning Commission held a public hearing on conditional use and variance requests pertaining to an industrial assembly and limited manufacturing/fabrication use at 406 Maple Street South. The Commission recommended the Council conditionally approve a use permit but deny a variance request pertaining to exterior building materials.
- [July 9, 2018](#): The Commission held a public hearing on preliminary plat of Ag Partners Addition. The Commission reviewed the final plat concurrent with the preliminary plat and recommended conditional approval of both.
- [September 10, 2018](#): The Commission provided input on a proposed interim use permit to provide for mining in the orderly annexation area. The input was used to inform review of the request which was acted on by the Belle Plaine Joint Planning Board in October.
- [October 8, 2018](#): The Commission held a public hearing on a request for a non-conformance expansion permit for replacement of an existing detached accessory structure at 600 Prairie Street East. The Commission recommended conditional approval of the request.
- [November 13, 2018](#): The Commission received an update on a proposed interim use permit to allow a mining operation on property within the Belle Plaine orderly annexation area on property owned by Ted and Mary Kornder.

2018 PLANNING GOALS

Goal #1

Complete comprehensive plan update: *Destination 2040*

Goal #2

Pursue land use policies which provide homes in Belle Plaine for persons working in Shakopee

Goal #3

Pursue planned land use policies providing for additional quasi-industrial and industrial uses

Goal #4

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

Goal #5

Collaborate with elected and appointed officials to advance housing types and options

2018 LEGISLATIVE GOALS

Goal #1

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

Goal #2

Clarify code language regarding non-conforming expansion permit issuance criteria

Goal #3

Clarify standards pertaining to outdoor storage and parking pads

Goal #4

Consider amending the code to allow for accessory dwelling units

Goal #5

Review code for housekeeping issues as they become apparent

Goal #6

As time permits review code standards to determine compliance with state/federal rules

2018 REGULATORY GOALS

Goal #1

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

Goal #2

Implement strategies within the Comprehensive Plan relating to land use and subdivision of property

2019 PLANNING GOALS

Goal #1

Pursue land use policies supporting *Destination 2040* planned outcomes stewardship, sustainability, social equity, livability, and economic prosperity

Goal #2

Update the official zoning map to be consistent with the future land use map in *Destination 2040*

Goal #3

Consider land use policies providing for higher residential densities as a means of addressing housing affordability

Goal #4

Pursue planned land use policies providing for additional quasi-industrial and industrial uses

2019 LEGISLATIVE GOALS

Goal #1

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

Goal #2

Clarify code language regarding non-conforming expansion permit issuance criteria

Goal #3

Clarify standards pertaining to commercial/industrial design

Goal #4

Consider amending the code to allow for accessory dwelling units

Goal #5

Review code for housekeeping issues as they become apparent

Goal #6

As time permits review code standards to determine compliance with state/federal rules

2019 REGULATORY GOALS

Goal #1

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

Goal #2

Implement strategies within the Comprehensive Plan relating to land use and subdivision of property