

**BELLE PLAINE PLANNING & ZONING COMMISSION  
REGULAR MEETING  
SEPTEMBER 9, 2019**

**PLEDGE OF ALLEGIANCE**

Chair Cauley led those present in the Pledge of Allegiance.

**OATH OF OFFICE: SARAH DUKLET**

Chair Cauley administered the Oath of Office to Sarah Duklet.

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

The Planning and Zoning Commission met in Regular Session on Monday, September 9, 2019 at City Hall 218 North Meridian Street, Belle Plaine, MN. Chair Cauley called the meeting to order at 6:31 PM with Commissioners Ryan Herrmann, Lee Petersen, and Omni Kicker present. Commissioner Ashton Pankonin arrived at 6:32 PM.

Also present were Community Development Director Smith Strack, Council Liaison Chard, Planning Alternate Duklet and City Administrator Meyer.

**2. APPROVAL OF AGENDA.**

Community Development Director Smith Strack noted a change in a resolution included in the packet, a copy of which was emailed out to commissioners prior to the meeting.

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

**3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of August 12, 2019.**

MOTION by Commissioner Pankonin, second by Commissioner Petersen to approve the Regular Session Minutes of August 12, 2019. ALL VOTED AYE. MOTION CARRIED.

**4. RECOGNITION OF INVOLVED CITIZENS.**

*Persons may make statements to the Planning Commission pertaining to items **not** on the agenda. Maximum of three (3) minutes per speaker. No official action will be taken.*

No citizens stepped forward.

**5. PUBLIC HEARINGS. None.**

**6. BUSINESS.**

**6.1. Final Planned Unit Development Plan – Belle Court Apartments.**

Community Development Director Smith Strack explained the final stage Planned Unit Development site and civil plans were included in the Planning Commission packet for review. Smith Strack explained Belle Court Apartments consists of two 36 unit apartments and is a phased project. Each apartment structure will have three stories with two studio and 10 two bedroom apartments per story. The development includes detached garages, ancillary parking, landscaping, and a play feature. Smith Strack explained turning movement analysis based on a 40' vehicle was performed and resulted in reconfiguration of some parking. Smith Strack explained the onsite parking spaces illustrated total 141 and code requires 144 spaces, the revised resolution requires the additional three spaces.

Smith Strack explained a revised landscaping plan included 52 overstory perimeter trees, 104 foundation plantings along with rock face concrete masonry units for screening of a relocated trash enclosure.

Smith Strack noted a revised phasing plan was submitted. The revised plan illustrates mass grading for both phases and sewer/water services to both buildings in phase one and the second apartment structure, garages 2 & 3, western infiltration basin, sidewalks adjacent to second building and remaining bituminous paving in phase two.

Smith Strack noted a revised photometric plan with light intensity levels less than four-foot candles at the property line was submitted. She noted the proposed garage wall packs have been eliminated.

Smith Strack explained the garage elevations are similar in color and structure to the main buildings.

Smith Strack noted the civil and site plans were included in the packet for review and included a changer requested by the Council for grade separation of a walkway adjacent to the driveway.

Smith Strack explained snow storage and removal plans and noted drinking water, sanitary sewer and storm water mains traverse the property, the developer must petition the City to accept after proper test results are obtained.

Commissioner Pankonin inquired if the 144 parking stalls include the garage stalls. Community Development Director Smith Strack confirmed noting half the stalls will be installed with the first phase and the second phase will install the remaining stalls. Commissioner Cauley inquired if the City will allow for plantings within the utility easements. Smith Strack explained plans would need to be submitted to the Public Works Superintendent and approved on a case-by-case basis. Pankonin inquired about the play area equipment. Smith Strack explained proposed play feature details were submitted with the development stage plan but no confirmed picture or structure layout was submitted for the final plan review.

Council Liaison Chard inquired if trailers would be allowed in the parking area, noting ongoing trailers parked along the road of another area built by the developer. Troy Schrom of Schrom Construction explained Lloyd management maintains the buildings and stated he will bring the issue forward to be addressed Chard. Schrom stated a normal 48-hour allowance for trailers is allowed for tenants moving into the building.

Commissioner Kiecker inquired on the number of handicap accessible apartments and parking. Schrom confirmed the main floor is ADA compliant. Schrom also noted he had had a meeting with concerned citizens regarding the apartment buildings and he had agreed to add a privacy fence per their request at the end of the driveway.

Chard inquired on the new width of the driveway with the added six foot of sidewalk. Schrom explained the private drive was 30.65 feet with curb and will now sit at about 24-25 feet in width.

Commissioner Cauley inquired on the plan for people moving in with trucks and trailers. Schrom explained typically tenants are notified of a new neighbor and no parking areas are set up. Cauley inquired on the percentage of occupancy before starting phase two. Schrom explained 75% occupancy will be secured before phase two begins. Pankonin inquired if the privacy fence will be on the property line. Schrom explained the fence will be located three feet off the property line.

**6.1.1. PZ Resolution 19-024 (A) or (B): A Resolution Recommending (*Version A = Conditional Approval; Version B = Denial*) Of A Final Stage Planned Unit Development plan for Belle Court Apartments 561 Elk Street South.**

MOTION by Commissioner Pankonin, second by Commissioner Kiecker, to approve Resolution 19-024 (A) A Resolution Recommending Of A Final Stage Planned Unit Development plan for Belle Court Apartments 561 Elk Street South. ALL VOTED AYE. MOTION CARRIED.

**6.2. R-7 Mixed Housing District Performance Standard Update.**

Community Development Director Smith Strack explained that at the May meeting the Commission discussed performance standards in the R-7 Mixed Housing District and how they pertained to Destination 2040. Smith Strack explained the Commissioners specifically discussed minimum lot size, maximum building height and minimum dwelling unit size. Smith Strack reviewed the presented information and the Planning Commission's recommendations from May meeting. Smith Strack noted department head review brought forward concerns and suggested an occupancy limit. Smith Strack explained if the Commission wants to move forward with recommendations next steps would include a work session with Council for feedback before moving forward.

Commissioner Kiecker affirmed tying occupancy to the dwellings for safety. It was the consensus of the committee to move forward with the R-7 mixed housing district performance standard update to a Council work session.

## **7. ADMINISTRATIVE REPORTS.**

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

Commissioner Kiecker suggested a property maintenance code similar to Hutchinson, which would allow the City to shutdown rentals when not compliant. Community Development Director Smith Strack explained a property maintenance code has not been opted by City Council as it would authorize the City's Building Official to go into anyone's home and issue violations for cleanliness and habitability issues.

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

Community Development Director Smith Strack highlighted items on the director's report noting the Small Cities Grant open house on Wednesday, September 11.

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

#### **1. Next Regular Meeting, 6:30 p.m., Monday October 14, 2019.**

The Commissioners were reminded of the upcoming meetings as listed.

## **8. ADJOURNMENT.**

MOTION by Commissioner Kiecker, second by Commissioner Pankonin, to adjourn the meeting at 7:10 PM.  
ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Renee Eyrich  
Recording Secretary