

**BELLE PLAINE PLANNING & ZONING COMMISSION  
REGULAR MEETING  
SEPTEMBER 14, 2020**

**PLEDGE OF ALLEGIANCE**

Chair Cauley led those present in the Pledge of Allegiance.

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

The Planning and Zoning Commission met in Regular Session on Monday, September 14, 2020 at City Hall 218 North Meridian Street, Belle Plaine, MN. Chair Cauley called the meeting to order at 6:30 PM with Commissioners Pankonin, Petersen and Kiecker present. Commissioner Herrmann was not present.

Also present was Community Development Director Smith Strack and Council Liaison Chard.

**2. APPROVAL OF AGENDA.**

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

**3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of August 10, 2020.**

MOTION by Commissioner Pankonin, second by Commissioner Kiecker, to approve the Regular Session Minutes of August 10, 2020. 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.*

Commissioner Cauley opened the Recognition of Involved Citizens at 6:32 PM.

No one stepped forward.

MOTION by Commissioner Kiecker, second by Commissioner Pankonin, to close the Recognition of Involved Citizens. ALL VOTED AYE. MOTION CARRIED.

**5. PUBLIC HEARINGS.**

**5.1. Variance Section 1107.02, Subd. 4(6) Front Yard Fence Opacity. The Planning Commission will consider public comment on a request by Troy Schrom, Schrom Construction, the fee owner of property at 561 Elk Street South for a variance to required fence openness in front yards. If approved the variance would allow for slats to be inserted into a proposed fence the subject property.**

Community Development Director Smith Strack explained the Planning Commission is to hold a public hearing to consider a variance to standards for fences in front yard. Smith Strack explained section 1107.02, subd. 4(6) requires fences in front yards be at least 50% open. Smith Strack noted the owner of the property at 561 Elk Street South proposes a fence of which a portion would be less than 50% open. Smith Strack explained if approved the variance would allow slats to be inserted into a four foot coated chain link fence at the subject address. Smith Strack noted slats would be inserted in the fence at starting at a point 30 feet from the front lot line through the remainder of the fence. Smith Strack explained notification was sent to the surrounding area and two letters of support were received. Smith Strack explained potential findings for and against the request are enclosed in the packet.

Commissioner Cauley inquired if the fence is already installed. Community Development Director Smith Strack explained the fence has been approved and the support posts have been installed.

Commissioner Cauley opened the public hearing at 6:36 PM.

No one stepped forward.

MOTION by Commissioner Kiecker, second by Commissioner Pankonin, to close the public hearing at 6:36 PM. ALL VOTED AYE. MOTION BY CARRIED.

Commissioner Pankonin inquired how far the fence ran. Community Development Director Smith Strack explained the fence will run the length of the driveway. Smith Strack noted the area where slats are inserted into the fence will begin 30 feet back from the front lot line. Commissioner Cauley cited concerns with the longevity of the fence slats and suggested to add a comment insuring long-term care. Council Liaison Chard inquired what type of material the slats are made of. Smith Strack explained the material is vinyl. Commissioner Kiecker cited the variance as a reasonable accommodation and noted the surrounding neighbors have voiced support of the fence. Pankonin expressed concern regarding the access drive visibility by the apartment parking lot and garages. Smith Strack explained the fence will stop at the rear of the property.

**5.1.1. Resolution 20-010(A) Resolution Recommending the City Council Approve a Variance from Section 1107.02, Subd. 4(6) to Allow Less Than Fifty Percent (50%) Openness in at Front Yard Fence at 561 Elk Street South.**

MOTION by Commissioner Kiecker, second by Commissioner Petersen, to approve Resolution 20-010(A) Recommending the City Council Approve a Variance from Section 1107.02, Subd. 4(6) to Allow Less Than Fifty Percent (50%) Openness in at Front Yard Fence at 561 Elk Street South. ALL VOTED AYE. MOTION CARRIED.

**5.2. Ordinance 20-10. The Planning Commission will hear public comment on proposed Ordinance 20-10, An Ordinance Amending Chapter 11, Section 1104.04 of the City Code Pertaining to Building Type and Construction Standards. If approved the Ordinance will provide for horizontal metal lapsiding as an approved exterior building material in residential zoning districts and provide for certain types of metal roofing in residential districts.**

Community Development Director Smith Strack explained the Commission previously reviewed draft code amendment language pertaining to metal roofing and siding standards. Smith Strack explained the emended language is intended to further clarify what types of exterior building materials are allowed in various zoning classifications. Smith Strack noted the draft language developed by the Commission was reviewed by the City Council at work session and recommended to move forward. Smith Strack explained Ordinance 20-10, if approved, will amend Chapter 11, Section 1104.04 of the City Code pertaining to building type and construction standards and if approved will (1) Clarify Section 1104.04 applies to residential zoning classifications, standards contained in Chapter 1107.17 and 1107.22 will apply to commercial and or industrial districts; (2) Horizontally placed metal lapsiding will be specifically allowed as an exterior building material in residential zones; (3) Architectural metal roofing with concealed fasteners will be allowed in residential zoning districts for principal and accessory structures; (4) Exposed fastener metal roofing on principal or accessory structures over 200 square feet in area will be prohibited.

Commissioner Cauley opened the public hearing at 6:44 PM.

No on stepped forward.

MOTION by Commissioner Kiecker, second by Commissioner Pankonin to close the public hearing at 6:44 PM. ALL VOTED AYE. MOTION CARRIED.

Council Liaison Chard inquired what type of material is on the Market Street house. Community Development Director Smith Strack explained staff have been enforcing the code and noted the material

must be standing steal however without the permit in hand she cannot confirm.

**5.2.1 Resolution PZ 20-011, Recommending Approval of Ordinance 20-10, Ordinance 20-10, An Ordinance Amending Chapter 11, Section 1104.04 of the City Code Pertaining to Building Type and Construction Standards.**

MOTION by Commissioner Pankonin, Second by Commissioner Petersen to approve Resolution PZ 20-011, Recommending Approval of Ordinance 20-10, Ordinance 20-10, An Ordinance Amending Chapter 11, Section 1104.04 of the City Code Pertaining to Building Type and Construction Standards. ALL VOTED AYE. MOTION CARRIED.

**6. BUSINESS.**

**6.1. Discussion: Flood Plain Standards Update.**

Community Development Director Smith Strack explained the Federal Emergency Management Agency recently notified the City of required changes to existing floodplain regulations. New Flood Insurance Rate Maps (FIRMs) and Scott County Flood Insurance Study are now complete and will become effective on February 12, 2021. Smith Strack explained the City is required to adopt new floodplain management regulations that meets National Flood Insurance Program standards by the effective date of the FIRM. Smith Strack explained the floodplain code standards address a range of topics including: definitions; establishment of districts; permitted and conditional uses by district along with minimum development standards for each; standards applicable to subdivisions within the floodplain; standards for utilities, rail/roadways, and bridges; standards for manufactures homes and recreational vehicles in the floodplain; and standards for administering the floodplain code.

The Commissioners held discussion regarding changes in the flood plain, education and notification for residents who may change. It was the consensus of the Committee to move forward with review of a draft amendment at the October meeting.

**7. ADMINISTRATIVE REPORTS.**

**7.1. Commissioner Comments.**

No comments were made.

**7.2. Director's Report.**

Community Development Director Smith Strack explained the report is in the packet. Smith Strack noted the City Council signed the grant agreement for a Small Cities grant. Smith Strack explained administrative tasks over next few months to look at roll out late fall and administered by Judge Schultz and MN action council. Smith Strack explained Schrom reported the leasing has gone well with the apartment building and expects the application for the second building footings to come in this fall.

**7.3. Upcoming Meetings.**

**1. Next Regular Meeting, 6:30 p.m., Monday October 12, 2020.**

**8. ADJOURNMENT.**

MOTION by Commissioner Kiecker, second by Commissioner Petersen, to adjourn the meeting at 7:04 PM. ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,

Renee Eyrich  
Recording Secretary