



BELLE PLAINE PLANNING & ZONING COMMISSION
NOTICE OF REGULAR MEETING AND AGENDA
CITY HALL, 218 NORTH MERIDIAN STREET
PLEASE USE THE NORTH ENTRANCE

MONDAY, AUGUST 10 2020
6:30 P.M.

PLEDGE OF ALLEGIANCE

6:30 **1. CALL TO ORDER.**
P.M. 1.1. Roll Call.

2. APPROVAL OF AGENDA.

3. APPROVAL OF MINUTES.

3.1. Regular Session Minutes of July 13, 2020.

6:35 **4. RECOGNITION OF INVOLVED CITIZENS.**

P.M. *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.*

5. PUBLIC HEARINGS. None.

6. BUSINESS.

6.1. Discussion: Rear-loading garage setbacks.

7. ADMINISTRATIVE REPORTS.

7.1. Commissioner Comments.

7.2. Director's Report.

7.3. Upcoming Meetings.

1. Next Regular Meeting, 6:30 p.m., Monday September 14, 2020.

8. ADJOURNMENT.

There may be a quorum of the Belle Plaine City Council present at the meeting.

**BELLE PLAINE PLANNING & ZONING COMMISSION
REGULAR MEETING
JULY 13 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, July 13, 2020 at City Hall 218 North Meridian Street, Belle Plaine, MN. Chair Cauley called the meeting to order at 6:31 PM with Commissioners Ashton Pankonin, Sarah Duklet and Lee Petersen present. Commissioner Ryan Herrmann and Omni Kiecker were not present.

Also present was Community Development Director Smith Strack, City Administrator Meyer and Council Liaison Chard.

2. APPROVAL OF AGENDA.

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

3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of June 8, 2020.

MOTION by Commissioner Pankonin, second by Commissioner Petersen, to approve the Regular Session Minutes of June 8, 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.*

No one stepped forward.

5. PUBLIC HEARINGS.

5.1. Prairie Gardens Residential Subdivision. The Planning Commission will hold a public hearing on a request for Development Stage Planned Unit Development Plan and Preliminary Plat approval for Prairie Gardens, a 111-unit townhome development in the 900 Block of Commerce Drive West.

Community Development Director Smith Strack explained property owners Gary and Lynn Crosby are requesting PUD Development Stage/Preliminary Plat approval for Prairie Gardens. Smith Strack introduced a PowerPoint presentation explaining Crosby's plan to develop his 16+ acres of property on Commerce Drive West into 111 townhome units. Smith Strack explained the two, three and four unit structures will be on individual lots with an association. Smith Strack noted the concept plan was approved in October of 2019. Smith Strack explained the plan consistency, planned land use and existing zoning have been reviewed. Smith Strack noted the proposed density is 6.95 per acre which meets the Destination 2040 comp plans/ Smith Strack explained the proposed phasing as going east west with the storm water pond being added in the phase one and noted the City Engineers recommendation to consider alternate phasing to north south for infrastructure benefits. Smith Strack explained the development is developer funded with parkland dedication of outlot B to the City in phase one. The parkland area totals 1.6 acres and includes access from a street. Smith Strack explained the planned transportation will run north south through Viburnum Street and Oakwood Drive. Oakwood Drive in the future will be connected to the segment of Oakwood Drive north of the development. Viburnum may in the future connect to Elk Street Alternately, Smith Strack explained the dedication of a 30 foot right of way at the north boundary illustrated as "future street" could form the future connection to Elk Street. Smith Strack noted planned five-foot sidewalks on one side of the each street and a mid-block sidewalk

connection between Oakwood Drive and Viburnum Street. Smith Strack explained the preliminary design for utilities will be completed by City Engineer Duncan per City policy with the final design being developed after the preliminary plat is approved. Smith Strack noted additional discussion will be conducted with the City's Engineer and the developers engineer to address and eliminate steep slopes in the backyards that flow toward houses. Smith Strack explained the three bedroom owner occupied townhomes will have a front porch entry but decks or patios are not included in the floor plans. Smith Strack noted to increase livability and potential sales staff suggest adding outdoor spaces such as patios or decks especially in the rear yards with physical or vegetative separation between outdoor spaces could be considered. Smith Strack noted some landscaping of shrubs and over story trees is included along with foundation plantings. Smith Strack explained the developer should consider using landscaping to break up the bulk of the structure building/wall to soften the density of the development and promote privacy and separation for individual dwellings in the front and back yards. Smith Strack noted the developer is in the audience and explained the public hearing notice was printed and mailed and no comments for or against the proposed development has been received.

Commissioner Cauley inquired if staff's recommendation was for decks to be added. Community Development Director Smith Strack explained staff's recommendation is for landscape only but consideration of decks/patios is suggested. Property owner Gary Crosby stepped to the podium and explained decks and patios could be included in the development and he has room for movement of trees to accommodate staffs request. Councilmember Chard inquired why the approach to the development phasing is Oakwood Drive. Crosby explained his engineers designed it for Oakwood Drive but noted he was open to suggestions. Councilmember Chard explained he liked where the park is located which leaves room for additional dedications and a larger park. Commissioner Cauley inquired on the proposed timeline for the two phased development. Crosby explained the second phase will be started after phase one has been sold.

Commissioner Cauley opened the public hearing at 6:52 PM and asked for public comment.

Wayne Schmidt, property owner to the north stepped to the podium. Schmidt inquired if the future street would require half from each property owner with no curb running east to west and if so who would pay for the curb and street once developed. Community Development Director Smith Strack explained the property owner will pay for development. Schmidt inquired if the proposed future street will be a street or a walking path. Smith Strack explained staff have not determination the use, all options will be explored. Schmidt inquired if future street or Viburnum Street will line up with Elk Street. Smith Strack explained staff wanted options for future development, that is why future street was being dedicated.

MOTION by Commissioner Pankonin, second by Commissioner Petersen, to close the public hearing at 6:57 PM. ALL VOTED AYE. MOTION CARRIED.

Commissioner Cauley inquired on what the dotted line is on the preliminary plat indicated. Cauley noted the landscape plan appeared to show trees being planted off site on someone else's property. Cauley inquired if alternate stormwater facilities had been considered rather than storm sewer. Smith Strack explained run off post development should be nothing greater than before development and noted water and sewer extended to future line is required. Cauley noted her appreciation for the innovative suggestion for landscaping recommended by staff. Commissioner Duklet echoed her appreciation noting its appeal to buyers.

5.1.1 Resolution PZ 20-008, Recommending the City Council Conditionally Approve a Development Stage Planned Unit Development Plan for Prairie Gardens.

MOTION by Commissioner Pankonin, second by Commissioner Petersen, to approve Resolution PZ 20-008, Recommending the City Council Conditionally Approve a Development Stage Planned Unit Development Plan for Prairie Gardens with staff recommendations. ALL VOTED AYE. MOTION CARRIED.

5.1.2. Resolution PZ 20-009, Recommending the City Council Conditionally Approve a Preliminary Plat for Prairie Gardens.

MOTION by Commissioner Pankonin, second by Commissioner Petersen, to approve Resolution PZ 20-009, Recommending the City Council Conditionally Approve a Preliminary Plat for Prairie Gardens. ALL VOTED AYE. MOTION CARRIED.

6. BUSINESS.

6.1. Discussion: Metal Roofing Code Language.

Community Development Director Smith Strack explained in June the commission discussed code standards pertaining to metal roofing and suggested clarification. Smith Strack explained the Commission expressed preference for allowing metal roofing but requiring such roofing have closed fasteners. Smith Strack noted per the Commissions direction sample language to clarify code standards was included in the packet for review.

It was the consensus of the Commission that the language was acceptable and staff should move forward.

Community Development Director Smith Strack explained a work session to review the code language will be scheduled.

7. ADMINISTRATIVE REPORTS.

7.1. Commissioner Comments.

No comments were made.

7.2. Director's Report.

Community Development Director Smith Strack highlighted her report and noted 167 PPE loans were eligible for our Community.

7.3. Upcoming Meetings.

1. Next Regular Meeting, 6:30 p.m., Monday August 10, 2020.

Commissioners were reminded of the next scheduled meeting.

8. ADJOURNMENT.

MOTION by Commissioner Pankonin, second by Commissioner Petersen, to adjourn the meeting at 7:17 PM. ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,

Renee Eyrich
Recording Secretary

SECTION 1107.05 SWIMMING POOLS.

1. No swimming pool may be constructed without a building permit when required by the Building Official.
2. No swimming pool may be constructed beneath overhead utility lines of any type or above underground utility lines of any type.
3. No swimming pool, may be built within ten (10) feet of any side or rear lot line or within six (6) feet of any principal structure or within any front yard.
4. All in ground swimming pools shall be completely covered with an ASTM F 1346 (as may be amended) approved power safety cover or completely enclosed with a fence as required under Section 1107.05, Subd. (5).
5. Above ground swimming pools shall be completely enclosed with a permanent wall or fence not less than four (4) feet in height and of the non-climbing type so as to be impenetrable by toddlers. All such enclosures shall be equipped with a self-locking and self-closing gate. Enclosures may be adjacent to the pool or on the lot perimeter. The opening between the bottom of the fence or gate and the ground or other surface shall not be more than three (3) inches. A continuous integral part of a swimming pool may constitute compliance with this subparagraph providing it is impenetrable and at least four (4) feet above ground level.
6. Ladders used to access swimming pools shall be removed and stored indoors when the pool is not in use.
7. No outdoor pool lighting may be maintained which is permitted to spill or shine upon properties adjacent thereto which are not under the same ownership.

(Ord. 17-07, Section 1107.05, Adopted June 19, 2017.)



MEMORANDUM

DATE: August 10, 2020
TO: Chairperson Cauley, Members of the Planning Commission, and Administrator Meyer
FROM: Cynthia Smith Strack, Community Development Director
RE: Agenda Item 6.1: Discussion Rear Loading Garage Setback

GENERAL INFORMATION

Code requires rear-loading structures be setback 15' from the rear lot line. All other structures have a rear-yard setback of five feet. Staff has been requiring structures accessed from an alley to be setback 15'. Several questions pertaining to side-loading garage setback have been received. There are numerous instances where property owners have elected to place atypical accesses to structures purposefully oriented with overhead door opening on the side of the structure. Staff views this as an attempt to avoid a required 15' setback in favor of a five-foot setback. Others disagree favoring placement of structures closer to alley right of way and ability to monitor garage access from dwelling.

In the built environment atypical access points result in atypical parking of vehicles, atypical entrances, undefined access points, access points near or on property lines, and storage of items in the five-foot setback (and partially in the alley right-of-way).

Attached are aerial photos illustrating alternate accesses.

Discussion is requested.





231

234

235

238

241

250

300

PARK S

305

300



MEMORANDUM

DATE: August 10, 2020
TO: Chair Cauley, Members of the Planning Commission, and Administrator Meyer
FROM: Cynthia Smith Strack, Community Development Director
RE: Item 7.2 Director's Report

Design Committee

The Design Committee did not meet in August.

Economic Development Authority

The EDA will not meet in August due to lack of action items. The EDA at their July meeting identified several items to include in the 2021 program budget including:

- Residential rehabilitation/energy efficiency program – this is to pair with Small Cities Development Grant activities.
- Commercial façade loan – this is to pair with Small Cities Development Grant activities.
- Home buyer assistance targeted to purchase of new construction on residential lots platted after January 1, 2021.
- Local match for Livable Communities Act Demonstration Account Pre-Development grant application.

Other

- COVID business assistance program implementation and administration.
- CARES Act Relief Fund allocation basis/justification.
- Draft policy documents for Resident Relief Grant and Business Relief Grant (CARES Act Fund).
- Zoning information to one business.
- Meetings with developer re: potential commercial development.
- Attend SCALE meeting, prepare housing summary for SCALE sub-committee.
- Processing of PUD/preplat request.
- Rental housing inspection oversight.
- Code compliance issues processed.