

**BELLE PLAINE PLANNING & ZONING COMMISSION
REGULAR MEETING
AUGUST 11, 2025**

PLEDGE OF ALLEGIANCE

Chair Romness 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, August 11, 2025 at City Hall 218 North Meridian Street, Belle Plaine, MN. Chair Romness called the meeting to order at 6:00 PM with Commissioners Crosby, Schmitz, Duklet, and Petersen present.

Also present were Council Liaison Otto and Community Development Director Smith Strack.

2. APPROVAL OF AGENDA.

MOTION by Commissioner Schmitz, 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 July 14, 2025.

MOTION by Commissioner Schmitz, second by Commissioner Duklet, to approve the Regular Session Minutes of July 14, 2025. 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.*

None.

5. PUBLIC HEARINGS.

5.1. Variance Maximum Detached Accessory Structure Size: 520 Main Street West. The Planning Commission is to hold a public hearing on a variance to allow a total of 1,584 square feet of detached accessory structures at the subject address. Maximum detached accessory structure square footage per lot allowed under Section 1104.12(9) of the city code is 900 square feet.

Community Development Director Smith Strack reviewed the Variance Maximum Detached Accessory Structure Size at 520 Main Street West with a brief slideshow. Smith Strack explained applicant Meger requests a second accessory structure of 864 square feet bringing the total accessory structure number to 1,584 square feet. Smith Strack noted the review criteria for variances, sample findings in favor and in opposition to the request and recommended conditions.

The commission held a brief discussion.

The Public Hearing was opened at 6:10 PM.

Tom Meger, 520 W. Main Street, stated he will remove the back structure and put money into a new structure. Meger noted attaching the garage to the home was cost prohibitive.

Adam Ristau, 526 W. Main Street, explained he is the neighbor to the west of the property and has no issue with the project.

MOTION by Commissioner Petersen, second by Commissioner Crosby, to close the public hearing at 6:13 PM. ALL VOTED AYE. MOTION CARRIED.

The commission asked clarifying questions were asked of staff.

5.1.1. Resolution PZ 25-15(A) Recommending the City Council Conditionally Approve a Variance to Increase Total Maximum Allowable Square Footage of Accessory Structures Per Lot at 520 Main Street West to 1,584 Square Feet.

MOTION by Commissioner Petersen, second by Commissioner Duklet, to approve Resolution PZ 25-15(A) Recommending the City Council Conditionally Approve a Variance to Increase Total Maximum Allowable Square Footage of Accessory Structures Per Lot at 520 Main Street West to 1,584 Square Feet with suggested conditions. ALL VOTED AYE. MOTION CARRIED.

5.2. Ordinance 25-14 Rezoning Lot 1, Block 2 Apple Acres Second Addition. The Planning and Zoning Commission is to hold a public hearing on Ordinance 25-14 An Ordinance Rezoning Lot 1, Block 2 Apple Acres Second Addition, Scott County, Minnesota from B-2 Highway Commercial District to R-3 One and Two Family Residential District.

Community Development Director Smith Strack reviewed Ordinance 25-14 Rezoning Lot 1, Block 2 Apple Acres Second Addition with a brief slideshow. Smith Strack explained past council discussions have expressed interest in potentially marketing the property. Smith Strack reviewed the proposed rezoning, municipal services and extension of Hickory.

The Commission asked clarifying questions of staff.

Commissioner Crosby recused himself from discussion and voting as a potential conflict of interest.

The Public Hearing was opened at 6:21 PM.

No one stepped forward.

MOTION by Commissioner Petersen, second by Commissioner Schmitz, to close the public hearing at 6:22 PM. ALL VOTED AYE. MOTION CARRIED.

Commissioner Duklet asked a clarifying zoning question of staff.

5.2.1 Resolution PZ 25-16 Recommending Approval/Denial of Ordinance 25-15 Ordinance Rezoning Lot 1, Block 2 Apple Acres Second Addition, Scott County, Minnesota from B-2 Highway Commercial District to R-3 One and Two Family Residential District.

MOTION by Commissioner Petersen, second by Commissioner Duklet, to approve Resolution PZ 25-16 Recommending Approval of Ordinance 25-15 Ordinance Rezoning Lot 1, Block 2 Apple Acres Second Addition, Scott County, Minnesota from B-2 Highway Commercial District to R-3 One and Two Family Residential District. Commissioners Petersen, Duklet, Romness and Schmitz VOTED AYE. Commissioner Crosby ABSTAINED. MOTION CARRIED.

6. BUSINESS.

6.1. Resolution PZ 25-17 Resolution Recommending Approval of a Lot Split at Haralson Drive and South Street (SE Quadrant)

Community Development Director Smith Strack reviewed the Lot Split at Haralson with a brief slideshow. Smith Strack explained splitting the lot increases the potential sales value of the lots and is in line with conversations staff have had with local builders.

The Commission held a brief discussion and asked clarifying questions.

MOTION by Commissioner Petersen, second by Commissioner Schmitz, to approve Resolution PZ 25-17 Resolution Recommending Approval of a Lot Split at Haralson Drive and South Street (SE Quadrant). Commissioners Petersen, Schmitz, Romness and Duklet VOTED AYE. Commissioner Crosby ABSTAINED. MOTION CARRIED.

6.2. Follow Up Discussion – July Meeting.

Community Development Director Smith Strack explained she received feedback on the meeting and requested additional discussion from the Commission on what went well, what didn't go well and what staff can do to help.

The Commission held a lengthy discussion on the meeting. Items discussed included suggested work sessions with councils on heavy topics, additional history before meetings, lower level verbiage, not sending last minute information and training opportunities.

7. ADMINISTRATIVE REPORTS.

7.1. Commissioner Comments.

No Comments were made.

7.2. Director's Report.

Community Development Director Smith Strack highlighted the Director's Report.

7.3. Upcoming Tentative Meetings.

1. Regular Meeting, 6:00 p.m., Monday, September 8, 2025.

The Commission was reminded of the upcoming tentative meeting.

8. ADJOURNMENT.

MOTION by Commissioner Schmitz, second by Commissioner Crosby, to adjourn the meeting at 7:09 PM. ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,

Renee Eyrich
Recording Secretary