

**BELLE PLAINE PLANNING & ZONING COMMISSION  
REGULAR MEETING  
FEBRUARY 10, 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, February 10, 2025 at City Hall 218 North Meridian Street, Belle Plaine, MN. Chair Romness called the meeting to order at 6:00 PM with Commissioners Schmitz, Crapser, Duklet and Petersen present. Alternate Commissioner Elect Crosby was in attendance.

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

**2. OATH OF OFFICE**

- 2.1. Douglas Crosby
- 2.2. Sarah Duklet

Commissioner's Crosby and Duklet were administered the Oath of Office.

**3. APPROVAL OF AGENDA.**

MOTION by Commissioner Petersen, second by Commissioner Schmitz, to approve the Agenda as presented. ALL VOTED AYE. MOTION CARRIED.

**4. ELECTION OF OFFICERS**

Commissioner Romness turned the meeting over to Vice Chair Petersen for the Election of Officers.

Commissioner Petersen opened the nominations for Chair.

MOTION by Commissioner Schmitz, second by Commissioner Petersen to nominate Romness as Chair. Commissioners Schmitz, Petersen, Duklet and Crapser VOTED AYE. Commissioner Romness ABSTAINED. MOTION CARRIED.

Chair Romness proceeded over the remainder of the meeting.

MOTION by Commissioner Romness, second by Commissioner Duklet, to nominate Petersen as Vice Chair. Commissioners Romness, Duklet, Schmitz and Crapser VOTED AYE. Commissioner Petersen ABSTAINED. MOTION CARRIED.

MOTION by Commissioner Schmitz, second by Commissioner Petersen, to nominate Duklet as Secretary. Commissioners Schmitz, Petersen, Romness and Crapser VOTED AYE. Commissioner Duklet ABSTAINED. MOTION CARRIED.

**5. APPROVAL OF MINUTES. 5.1. Regular Session Minutes of January 13, 2025.**

MOTION by Commissioner Schmitz, second by Commissioner Duklet, to approve the Regular Session Minutes of January 13, 2025. ALL VOTED AYE. MOTION CARRIED.

**6. 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.

**7. PUBLIC HEARINGS.** None.

**8. BUSINESS.**

**8.1. PZC Roles & Responsibilities.**

Community Development Director reviewed the Planning and Zoning Commission Roles and Responsibilities as follows with a slideshow.

- Organization
- Operations
- Being a Planning Commissioner
- Planning commission Functions (Advisory)
- Tools of the Trade
- Destination 2040 Comprehensive Plan.
- Good Planning Can:
- Planning VS. Zoning.
- Application of Code
- Local Discretionary Authority Visual
- A closer look at CUP.
- A closer look at Variances.
- A closer look at Non-Conformance.
- A closer look at Other fun stuff
  - Spot zoning
  - 60-day rule
- A closer look at open meeting law
- A closer look at data practices law
- A closer look at Conflict of interest
- Decision Boundaries (Not in a Bubble)
- Planning can be controversial
- Helpful Hints & Tips.

Commissioner Romness inquired if there is anything on the horizon for 2025. Community Development Director Smith Strack explained Cannabis Code Update and a variance for the school will come forward in March.

**8.2. Cannabis cultivation in Central Business District (Downtown).**

Community Development Director Smith Strack explained at the January 6<sup>th</sup> meeting the City Council heard a request for a potential amendment to the zoning code to allow cultivation of cannabis in the Downtown. Smith Strack explained the micro business would hold a State License if approved. Smith Strack noted the code would be reviewed in March by the Planning and Zoning Commission and a CUP may be seen in the future.

Commissioner Duklet inquired is there is a concern with the hours the business runs. Community Development Director Smith Strack explained the retail operations has statutory hours with the State but not locally and noted no hours have been placed on the cultivating.

Commissioner Crosby inquired if there is consideration for distance from schools like other cities have done. Community Development Director Smith Strack explained the bulk of the code was done last year and the Council had lots of discussion on distance from schools, daycares etc. Smith Strack explained in the end the Council didn't opt to make restrictions and overall support the industry.

**8.3. Subdivision Code Amendment.**

Community Development Director Smith Strack explained the Council requested more review on the Subdivision code amendment. Smith Strack noted it will not be before the Commission in March.

Commissioner Petersen confirmed no changes will happen until the Council adopts the amendment. Community Development Director Smith Strack confirmed.

**9. ADMINISTRATIVE REPORTS.**

**9.1. Commissioner Comments.**

Commissioner Schmitz inquired on the status of the apartments and when a certificate of occupancy is expected. Community Development Director Smith Strack explained the builder started digging foundations for the next two units and noted occupancy for the first building is expected in the spring.

**9.2. Director's Report.**

Community Development Director Smith Strack highlighted the directors report.

**9.3. Upcoming Tentative Meetings.**

1. Regular Meeting, 6:00 p.m., Monday, March 10, 2025.

The Commission was reminded of the upcoming tentative meeting as listed.

**10. ADJOURNMENT.**

MOTION by Commissioner Petersen, second by Commissioner Duklet, to adjourn the meeting at 6:52 PM.  
ALL VOTED A YE. MOTION CARRIED.

Respectfully Submitted,

Renee Eyrich  
Recording Secretary