



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

**MONDAY, SEPTEMBER 8, 2025  
6:00 P.M.**

**PLEDGE OF ALLEGIANCE**

6:00 **1. CALL TO ORDER.**  
P.M. 1.1. Roll Call.

**2. APPROVAL OF AGENDA.**

**3. APPROVAL OF MINUTES.**

3.1. Regular Session Minutes of August 11, 2025.

6:01 **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. **Resolution PZ 25-18** Resolution Recommending Approval of a Concept Plan for St. John Lutheran Church Plat.

**7. ADMINISTRATIVE REPORTS.**

7.1. Commissioner Comments.

7.2. Director's Report.

7.3. Upcoming Tentative Meetings.

1. Regular Meeting, 6:00 p.m., Monday, October 13, 2025.

**8. ADJOURNMENT.**

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

**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.**

MOTIOIN 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.

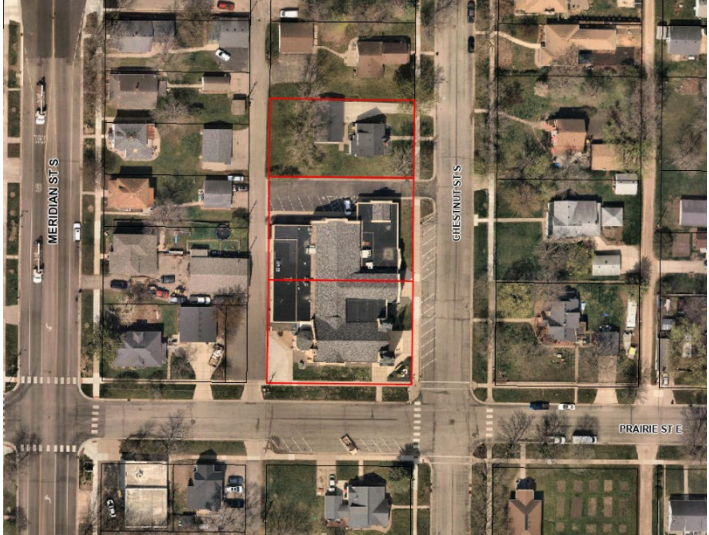

Respectfully Submitted,

Renee Eyrich  
Recording Secretary



# MEMORANDUM

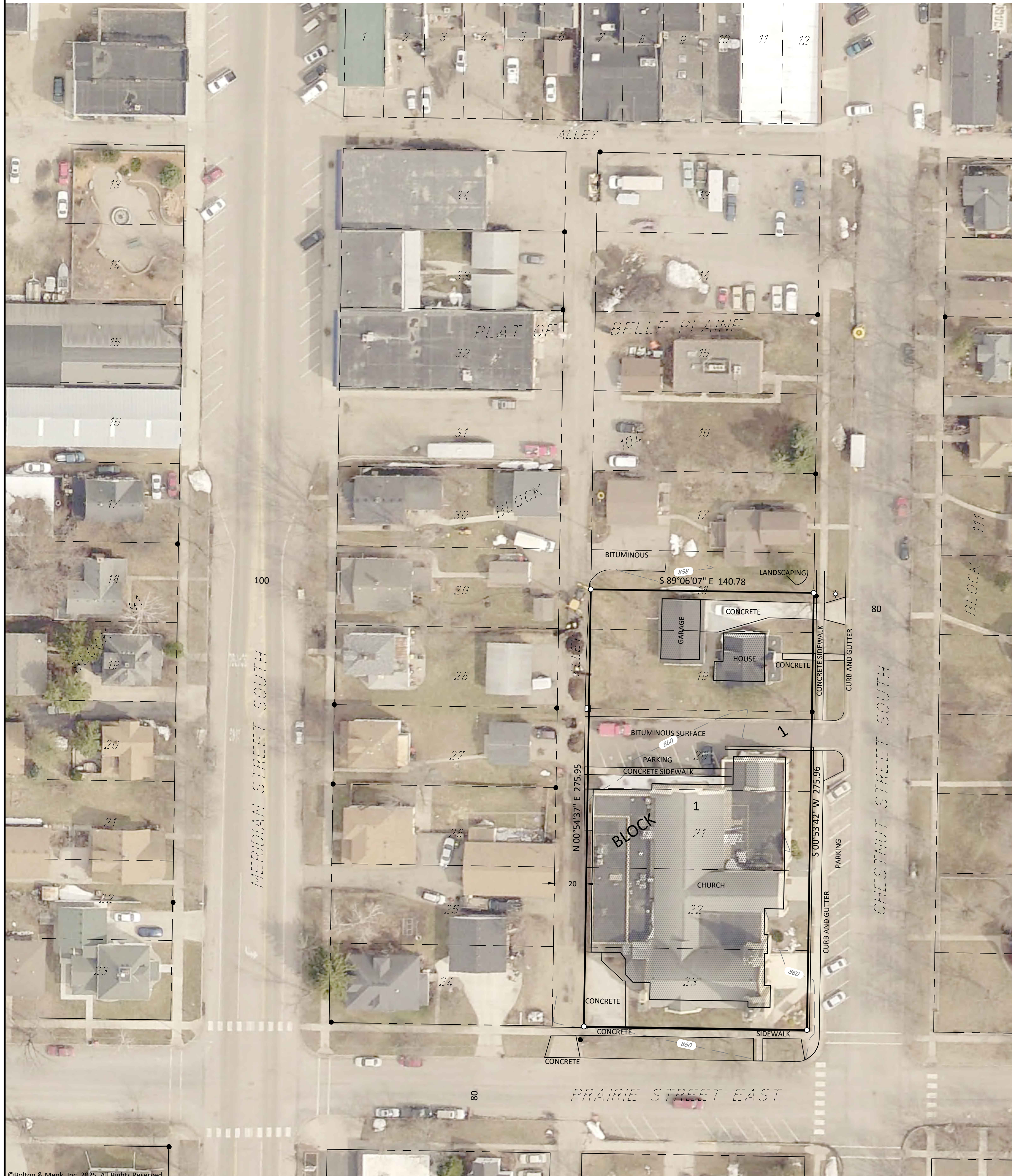
Planning and Zoning Commission

<b>DATE:</b>	September 8, 2025
<b>FROM:</b>	Cynthia Smith Strack, Community Development Director
<b>AGENDA ITEM:</b>	<b>Resolution PZ 25-18</b> , Recommending the City Council Approve Concept Plat for St. John Lutheran Church.
<b>OVERVIEW</b>	<p>ST. Johns Lutheran Church has applied for concept plan approval and proposed concurrent preliminary &amp; final plat review.</p> <p>The attached concept plan/plat illustrates the combination of three existing parcels into one parcel of record. Platting is being completed to enable the possible creation of an off-street parking facility.</p>  <p>The property is planned for continued residential use and zoned R-3 One and Two Family Residential. Religious institutions are conditional uses within the R-3 District. The subject properties are existing previously developed lots of record. As such, no street or utility extension is required. The plat in and of itself will not generate additional traffic or utility service demand.</p> <p>The Planning and Zoning Commission is to review the concept plat and provide a recommendation to the City Council. PZC is hereby notified of the intent of the property owner to submit concurrent applications for preliminary and final plat review.</p>
<b>REVIEW CRITERIA</b>	City Code does not contain specific review criteria for concept review. Rather, concept review is a required process that helps ensure applicants are informed of procedural requirements and required minimum standards and applicable ordinances.
<b>ACTION:</b>	Review concept plat.
<b>ATTACHMENTS:</b>	Plat St. John Lutheran Church <b>Resolution PZ 25-18</b> , Recommending the City Council Approve Concept Plat for St. John Lutheran Church.
<b>SIGNATURE:</b>	

# PRELIMINARY PLAT

## ST. JOHN LUTHERAN CHURCH

LEGAL DESCRIPTION  
 LOTS 19, 20, 21, 22, 23 & S 1/2 OF LOT 18, BLOCK 104, PLAT OF BELLE  
 PLAINE, CITY OF BELLE PLAINE, SCOTT COUNTY, MINNESOTA



### OWNERS

- PID 200015540  
 ST. JOHN LUTHERAN CHURCH  
 148 CHESTNUT STREET SOUTH  
 BELLE PLAINE, MN 56011
- PID 200015550  
 ST. JOHN EV LUTHERAN CHURCH  
 148 CHESTNUT STREET SOUTH  
 BELLE PLAINE, MN 56011
- PID 200015560  
 ST. JOHN EV LUTHERAN CHURCH  
 148 CHESTNUT STREET SOUTH  
 BELLE PLAINE, MN 56011

### UTILITY & SITE DATA

Current Zoning: R-3 Single and Two-Family - Low to Medium Density

SECTION 1105.07 R-3 SINGLE AND TWO-FAMILY (LOW TO MEDIUM DENSITY) RESIDENTIAL DISTRICT.

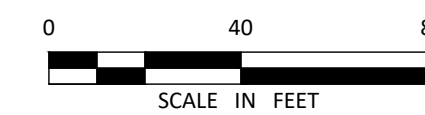
1105.07 SUBD. 1. PURPOSE.  
 The purpose of the R-3 Single and Two-Family (Low to Medium Density) Residential District is to provide for single and two-family residential dwelling units and directly related, complementary uses.

1105.07 SUBD. 5. LOT REQUIREMENTS AND SETBACKS.  
 The following minimum requirements shall be observed in an R-3 District subject to additional requirements, exceptions and modifications set forth in this Ordinance. Listed are minimum requirements, unless specifically identified as "maximum."

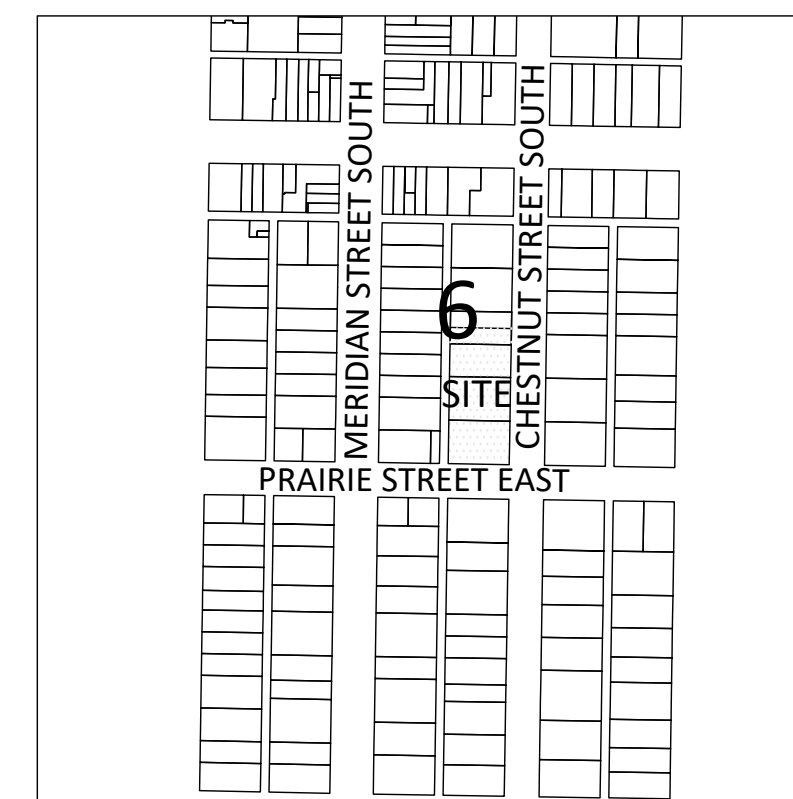
1. Lot Area:
  - a. Single-Family:
    1. Eight thousand (8,000) square feet.
  - b. Two-Family:
    1. Total: Ten thousand five hundred (10,500) square feet.
    2. Per Unit: Five thousand two hundred fifty (5,250) square feet.
2. Lot Width:
  - Single-Family:
    - a. Interior: Seventy (70) feet.
    - b. Corner: Eighty-five (85) feet.
  - Two-Family:
    - a. Interior: Seventy-five (75) feet.
    - b. Corner: One hundred (100) feet.
3. Setbacks: Principal Building:
  - a. Front Yard: Thirty (30) feet.
  - b. Side Yard:
    1. Interior Lot:
      - a. Five (5) feet.
      - b. Zero (0) feet if the principal buildings share a common wall.
    2. Corner Lot: Twenty (20) feet on the side yard abutting onto a public street.
  - c. Rear Yard: Thirty (30) feet.
4. Setbacks: Accessory Buildings:
  - a. Front Yard: Accessory buildings shall be located behind the front building line of the principal building and not less than thirty (30) feet from the front property line.
  - b. Side Yard:
    1. Interior Lot: Five (5) feet.
    2. Corner Lot: Twenty (20) feet on the side yard abutting onto a public street.
  - c. Rear Yard:
    1. Five (5) feet.
    2. If entrance is fronting a public right-of-way: Twenty (20) feet.
    3. If Vehicle access to the structure is from an alley: Fifteen (15) (Ord. 18-01 Section 1105.07, Adopted February 20, 2018.)
5. Site Coverage. No structure or combination of structures, including detached garages, shall occupy more than forty (40) percent of the lot area.

### FLOOD ZONE

UTILITIES: Underground utility lines and structures are shown in an approximate way only, according to information provided by others. A request that utilities be located for this survey was made through Gopher State One Call (Ticket No. \_\_\_\_\_). The underground utility lines and structures shown on this map represent the information provided to Bolton & Menk, Inc. as a result of that request. The surveyor does not guarantee that the information provided was either complete or accurate. The surveyor does not guarantee that there are no other underground utility lines and structures, active or abandoned, on or adjacent to the subject property.



### BELLE PLAINE TOWNSHIP SCOTT COUNTY



VICINITY MAP  
 SEC. 6-113-24  
 NOT TO SCALE

### SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly licensed Land Surveyor under the laws of the State of Minnesota.

Michael M. Eichers  
 License Number 46564  
 08/28/2025  
 Date

Horizontal Datum: Scott County Coordinate System (1996 Adj.)  
 Vertical Datum: NAVD 1988 In Feet

### LEGEND

- 3/4" IRON PIPE MONUMENT SET MARKED BY LIC. NO. 46564
- MONUMENT FOUND
- ★ LIGHT POLE
- ☐ PEDESTAL-COMMUNICATION

PRELIMINARY PLAT  
 CITY OF BELLE PLAINE, SCOTT COUNTY, MINNESOTA



1960 PREMIER DRIVE  
 MANKATO, MN 56001  
 (507) 625-4171

THAT PART OF LOT 18 & LOTS 19 - 23, BLOCK 104, ADDITION NO. 1 TO BELLE PLAINE CITY, CITY OF BELLE PLAINE, SCOTT COUNTY, MN

FOR: ST. JOHNS LUTHERAN CHURCH

# PRELIMINARY PLAT

## ST. JOHN LUTHERAN CHURCH

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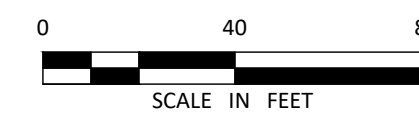
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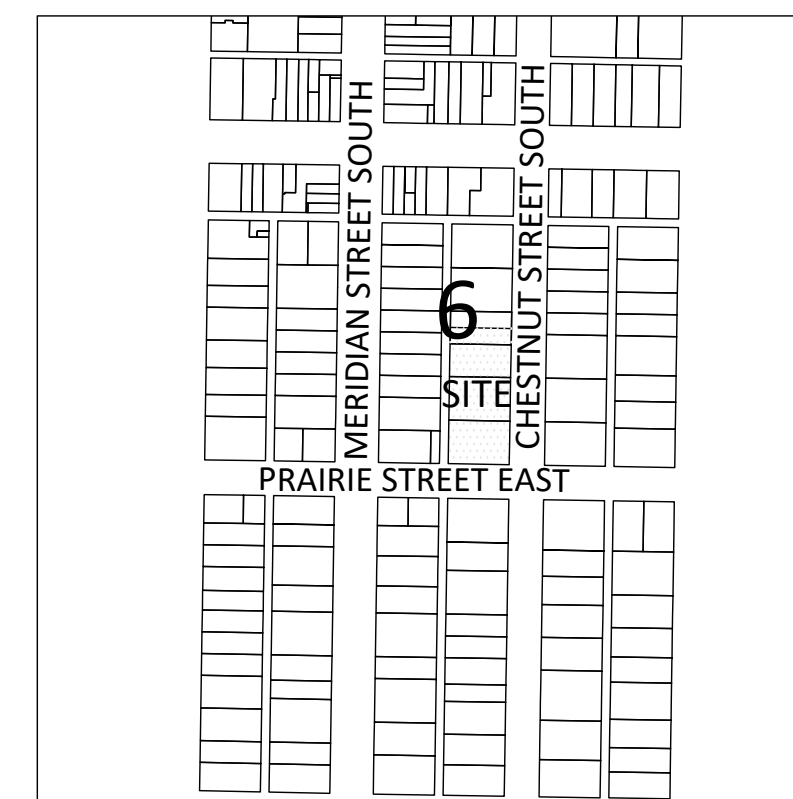
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VICINITY MAP  
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Michael M. Eichers  
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PRELIMINARY PLAT CITY OF BELLE PLAINE, SCOTT COUNTY, MINNESOTA		THAT PART OF LOT 18 & LOTS 19 - 23, BLOCK 104, ADDITION NO. 1 TO BELLE PLAINE CITY, CITY OF BELLE PLAINE, SCOTT COUNTY, MN  FOR: ST. JOHNS LUTHERAN CHURCH
BOLTON & MENK 1960 PREMIER DRIVE MANKATO, MN 56001 (507) 625-4171		

**BELLE PLAINE PLANNING COMMISSION  
RESOLUTION PZ 25-18**

**A RESOLUTION RECOMMENDING CONDITIONAL APPROVAL OF A CONCEPT PLAT  
FOR ST. JOHN LUTHERAN CHURCH**

**PID:** 200015560, 200015550, and 200015540

**Legal:** Lots 18, 19, 20, 21, 22, and 23, Block 104, Plat of Belle Plaine, City of Belle Plaine, Scott County, Minnesota

WHEREAS, St. Johns Lutheran Church has applied for concept plan approval for a plat with the working title St. John Lutheran Church; and,

WHEREAS, the subject property is planned for low to medium density residential; and,

WHEREAS, the subject property is currently zoned R-3 One and Two Family Residential District wherein religious institutions are conditional uses; and,

WHEREAS, the purpose of the plat is to combine three separate, fully developed lots into one parcel of record; and,

WHEREAS, the Applicants will be requesting concurrent review of preliminary and final plat; and,

WHEREAS, The Planning Commission has reviewed the concept plan and finds:

1. The subject property, under Destination Belle Plaine 2040 plan amendment is guided to low and medium density residential.
2. The subject property is zoned R-3 One and Two Family Residential
3. The subject properties are existing previously developed lots of record.
4. No street or utility extension is required.
5. The plat in and of itself will not generate additional traffic or utility service demand

NOW THEREFORE BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF BELLE PLAINE THAT: It hereby recommends the City Council approve a concept plat for St. John Lutheran Church, attached hereto as Attachment A, subject to the following conditions:

1. Concept plat approval is limited to major development issues and not intended as or construed to be: preliminary or final plat approval; approval of construction plans; nor any other required approval or acceptance of any potential development.
2. The contemplated "Use" of the property is a religious institution and ancillary facilities.
3. All application materials and plan sets are hereby incorporated by reference and accepted in good faith by the City as the Applicant's intended development. All correspondence, reports, conditions, and restrictions identified during concept review by the Belle Plaine Planning Commission and City Council shall be made a part of this Resolution.
4. The Applicant may submit concurrent applications for preliminary and final plat review/approval.

The adoption of the foregoing resolution was duly moved by Commissioner and seconded by Commissioner , and after full discussion thereof and upon a vote being taken thereon, the following Commissioners voted in favor thereof: .

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted. Dated this 8<sup>th</sup> day of September, 2025.

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Brian Romness  
Planning Commission Chairperson

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Cynthia Smith Strack  
Community Development Director





# MEMORANDUM

Planning and Zoning Commission

<b>DATE:</b>	September 8, 2025
<b>FROM:</b>	Cynthia Smith Strack, Community Development Director
<b>AGENDA ITEM:</b>	7.2. Director's Update
<b>REPORT:</b>	<p><b>Design Committee</b> The Design Committee did not meet in September.</p> <p><b>EDA</b> The EDA will not meet in September.</p> <p><b>Other</b></p> <ul style="list-style-type: none"><li>• Hosted Chamber networking.</li><li>• Attending 30-hour mediation training.</li><li>• Attended SCALE Tech Team meeting.</li><li>• Attended Met Council 2050 Planner's Advisory Committee meeting.</li><li>• GreenCorps follow up.</li><li>• Zoning information/assistance to four commercial entities.</li><li>• Process ROSE loan request.</li><li>• Code review (zoning) assistance for building/zoning permits.</li><li>• City communications.</li></ul>
<b>SIGNATURE:</b>	