BELLE PLAINE CITY COUNCIL
REGULAR MEETING
FEBRUARY 20, 2018

1. PLEDGE OF ALLEGIANCE.

Vice Mayor Paul Chard led those present in the Pledge of Allegiance.

2. CALL TO ORDER. 2.1. Roll Call.

The Belle Plaine City Council met in Regular Session on Tuesday, February 20, 2018 at 6:30 p.m. in the council chambers of City Hall, 218 North Meridian Street, Belle Plaine, MN. Vice Mayor Paul Chard called the meeting to order with Councilmembers Ben Stier, Cary Coop, and Theresa McDaniel present. Mayor Christopher Meyer was absent.

Also present were Interim City Administrator Dawn Meyer, Community Development Director Cynthia Smith Strack and Fire Chief Matt Stier. Dorthy Saulsbury was present in place of Mindy Chevalier. Public Works Superintendent Al Fahey, City Engineer Joe Duncan, City Attorney Bob Vose, Police Chief Tom Stolee, and Ambulance Director Doug Sweeney were absent. Wanda Savage served as the video recording operator.

3. APPROVAL OF AGENDA.

MOTION by Councilmember Coop, second by Councilmember Stier, to approve the agenda as presented. ALL VOTED AYE. MOTION CARRIED

4. APPROVAL OF CONSENT AGENDA.
4.1. Regular Session Minutes of February 5, 2018.
4.2. Approving Large Assembly Permit for St. Patrick's Day Celebration on March 17, 2018.
4.3. Approving 3.2% Intoxicating Liquor Temporary On-Sale License for Belle Plaine Baseball Association.
4.4. Approving Intoxication Strong Liquor Temporary License for Our Lady of the Prairie Church for April 7, 2018.
4.5. Joint purchase of Lawn Mower for Tiger Field.
4.6. Authorizing Contract with Safe Assure for Mandatory Employee Safety Training.
4.7. Resolution 18-023 Approving the Installation of Fiber to the Fire Department.
4.8. Resolution 18-024 Approving a Temporary Access Agreement from Prairie Oaks Institute for the 2018 Street Project.
4.9. Resolution 18-025 Approving a Temporary Access Agreement from Kimberly Devine-Johnson for the 2018 Street Project.

MOTION by Councilmember Coop, second by Councilmember McDaniel, to approve the consent agenda as follows: 4. APPROVAL OF CONSENT AGENDA; 4.1. Regular Session Minutes of February 5, 2018; 4.2. Approving Large Assembly Permit for St. Patrick's Day Celebration on March 17, 2018; 4.3. Approving 3.2% Intoxicating Liquor Temporary On-Sale License for Belle Plaine Baseball Association; 4.4. Approving Intoxication Strong Liquor Temporary License for Our Lady of the Prairie Church for April 7, 2018; 4.5. Joint purchase of Lawn Mower for Tiger Field; 4.6. Authorizing Contract with Safe Assure for Mandatory Employee Safety Training; 4.7. Resolution 18-023 Approving the Installation of Fiber to the Fire Department; 4.8. Resolution 18-024 Approving a Temporary Access Agreement from Prairie Oaks Institute for the 2018 Street Project; 4.9. Resolution 18-025 Approving a Temporary Access Agreement from Kimberly Devine-Johnson for the 2018 Street Project. ALL VOTED AYE. MOTION CARRIED.

5. DEPARTMENT REPORTS.
5.1. Ambulance Department.

Ambulance Director Doug Sweeney was absent. The council acknowledged receipt of the Ambulance Report.

5.2. Fire Department.

Fire Chief Matt Stier was present. The council acknowledged receipt of the Fire Department Report.

Stier explained the breathing equipment is in and will be dispersed to trucks this week. Stier provided an update on the absolute radios currently being used. Explaining the plans of staging the radio purchases over the next 3-5 years. Vice Mayor Chard expressed a priority to keep firefighters safe during the staging process.

5.3. Community Services Department.

Dorthy Saulbury was present. The council acknowledged receipt of the Community Services Report.

5.4. Police Department.

Chief Stolee was absent. The council acknowledged receipt of the Police Department Report.

5.5. Community Development Department.

Community Development Director Smith Strack was present. The council acknowledged receipt of the Community Development Report.

Smith Strack explained a draft nuisance update will be brought to the council work session for review in the coming weeks.

6. PUBLIC HEARINGS.
6.1. Ordinance 18-01: Detached Accessory Structures. The City Council will hear public comment on proposed Ordinance 18-01, which, if approved, will repeal a moratorium on accessory structures over 900 square feet in area and amend standards pertaining to detached accessory structures included in Sections 1101.00 (Definitions), 1103 (Conditional Uses), 1104 (General Standards Accessory Structures), 1105.05 (R-1 District), 1105.06 (R-2 District), 1105.07, (R-3 District), 1105.08 (Mixed Housing District), and 1105.09 (MH District).

Vice Mayor Chard explained a public hearing has been scheduled and the City Council will accept public comment on proposed Ordinance 18-01: An Ordinance Repealing Ordinance 17-12 and Amending Section 1101, Section 1103, Section 1104, Section 1105.05, Section 1105.06, Section 1105.07, Section 1105.08, and Section 1105.09 of the City Code Pertaining to Accessory Structures. Resolution 18-020: A Resolution Approving Summary Publication of Ordinance 18-01.

Vice Mayor Chard opened the public hearing at 6:39 p.m. and asked for public comment. There was no response.

MOTION by Councilmember Coop, second by Councilmember McDaniel, to close the public hearing at 6:39 p.m. ALL VOTED AYE. MOTION CARRIED.

Community Development Director Smith Strack provided an overview of the following notable updates proposed:
- Prohibit temporary storage pods/shipping containers on-site for more than 180 days
- Cap the maximum square footage of one or any combination of detached accessory structures on a single lot at 900 square feet, aggregate.
- Disallow detached accessory structures that are larger in building footprint than the dwelling.
- Prohibit placement of accessory structures on a lot prior to development of a principal structure.
- Cap the maximum number of detached accessory structures per lot to two.
- Require detached accessory structures over 220 s.f. have driveway access.
- Exempt structures 25 sf or less in area and six feet or less in height from most standards, except maximum number of detached structures per lot.

- Require roofing materials, eave/overhang depth, fascia/soffit, exterior color, and building openings (windows/doors) be similar to the principal structure.
- Prohibit: vertical metal siding, carports, most accessory structures with open sides, and structures with exterior materials principally composed of fabric, vinyl fabric, canvas, etc.

Councilmember Stier requested clarification on the overall height of detached buildings with a 9 ft. door. Smith Strack explained the code of a maximum 15 ft. high building will remain the same.

1. Adoption of Ordinance 18-01 Pertaining to Detached Accessory Structures.

MOTION by Councilmember Coop, second by Councilmember McDaniel, to adopt Ordinance 18-01 Pertaining to Detached Accessory Structures. ALL VOTED AYE. MOTION CARRIED.

2. Resolution 18-020 Approving Summary Publication of Ordinance 18-01

MOTION by Councilmember Coop, second by Councilmember McDaniel, to adopt Resolution 18-020 Approving Summary Publication of Ordinance 18-01. ALL VOTED AYE. MOTION CARRIED.

7. BUSINESS.
7.1. Presentation of Claims.

MOTION by Councilmember Coop, second by Councilmember Stier, to approve the Presentation of Claims. ALL VOTED AYE. MOTION CARRIED.

7.2. Resolution 18-021 Approve Concept Plan Valley Business Park 3rd Addition.

Community Development Director Smith Strack explained Valley Business Park 3rd Addition is a proposed re-subdivision of Lot 1, Block 1 Valley Business Park Second. The City of Belle Plaine is the Owner of the property. Smith Strack explained staff is recommending subdivision of the 5.7-acre parcel as a means of providing for the sale of one to two acres to a development prospect. The concept includes the creation of three lots and the platting of right-of-way for a potential extension of Maple Street to Diversified Drive. Smith Strack explained stormwater management is needed as the parcel being subdivided is greater than five acres. A pond is envisioned in the front yard of the Public Works facility. Utilities are to each lot at this time. Access to the northern two lots will be from Diversified Drive. Further subdivision of the remaining four-acre parcel is possible. Access to resulting lots could be from Maple Street and/or Laredo Street. No access will occur from South Street. Smith Strack further explained the concept plan is consistent with the 2030 Comprehensive Plan in terms of planned land use, systems plan, and the policy framework. The subject parcel is currently zoned for commercial and industrial use and no zoning change is envisioned. Smith Strack explained the City Engineer's Office has drafted the concept and will draft preliminary and final plats and construction plans as needed.

Vice Mayor Chard expressed the need for any potential land owners to be notified of potential street improvements and assessments at the time Maple street is improved. Councilmember Coop requested the current land price estimates. Community Development Director Smith Strack explained current price per sq. ft. is about $1, the concept plan is approximately .79 acres each with required setbacks and ability to accommodate parking.

MOTION by Councilmember Coop, second by Councilmember Stier, to approve Resolution 18-021 Approve Concept Plan Valley Business Park 3rd Addition. ALL VOTED AYE. MOTION CARRIED

7.3. Resolution 18-022 Approve Concept Plan Provence on the River 2nd Addition.

Community Development Director Smith Strack explained Provence on the River 2nd Addition is a conventional plat subdividing Outlot E Preserve on the River 1st Addition. *Provence Development LLC* proposes the creation of 38 platted lots and replatting of one lot from Provence 1st. Smith Strack explained the Applicant intends to pursue preliminary and final platting, park dedication, and re-grading for the entire concept plan area; however, utilities will be extended in two phases. Construction of Phase 1 of POTR 2nd would occur in 2018 bringing 19 one family lots to market. Smith Strack also explained Provence Development LLC has filed escrow with the City to secure the services of the City Engineer's Office to develop the concept plan.

Vice Chair Chard expressed his concern with turnaround for emergency vehicles during the time of development and the extension of sewer and water far enough into the development. Interim City Administrator Meyer explained to council Resolution 18-022 is only a concept plan and an in-depth look at road and utilities will be reviewed by staff during the upcoming phases of the project.

MOTION by Councilmember Coop, second by Councilmember Stier, to approve Resolution 18-022 Approve Concept Plan Provence on the River 2nd Addition. ALL VOTED AYE. MOTION CARRIED

8.ADMINISTRATION.
8.1. Upcoming Meetings.
1. Design Committee, 5:15 pm, Monday, March 5.
2. City Council, 6:30 pm, Monday, March 5.
3. Work Session, 6:45 pm, Monday, March 5.
4. Public Works, 9:00 am, Thursday, March 8.
5. EDA Meeting, 5:00 pm, Monday, March 12.
6. Planning Commission, 6:30 pm, Monday, March 12.
7. Public Safety Meeting, 4:30 pm, Tuesday, March 13.

The Council was reminded of the upcoming meetings as listed.

Councilmember Coop requested clarification on designation the official City newspaper and if it can be changed at any time. Interim City Administrator Meyer explained typically the designations are made in January however if council driven it can be changed at any time.

9. ADJOURN.

MOTION by Councilmember Coop, second by Councilmember Stier, to adjourn the meeting at 7:00 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Renee Eyrich
Recording Secretary