



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

**MONDAY, FEBRUARY 9, 2026
6:00 P.M.**

PLEDGE OF ALLEGIANCE

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

2. OATHS OF OFFICE

2.1. Jim Eggers, Antionette Walsh, Shelia Schmitz, and Brian Romness.

3. APPROVAL OF AGENDA.

4. ELECTION OF OFFICERS

5. APPROVAL OF MINUTES.

- 5.1. Regular Session Minutes of September 8, 2025.
- 5.2. Joint Session Minutes of October 6, 2025.
- 5.3. Joint Session Minutes of January 20, 2026.

6:05 **6. 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.*

7. PUBLIC HEARINGS.

7.1. Preliminary Plat St. Johns Church. The Planning Commission is to hold a public hearing on a preliminary plat for St. Johns Church. The proposed plat combines three parcels owned by St. Johns Church.

5.1.1. Resolution PZ 26-01 Recommending the City Council Approve a Preliminary Plat for St. Johns Church.

8. BUSINESS.

- 8.1. Resolution PZ 26-02 Recommending the City Council Approve a Final Plat for St. Johns Church.
- 8.2. Resolution PZ 26-03 Recommending City Council Approve and Minor Subdivision 919 Church Street West.
- 8.3. 2050 Comprehensive Plan Update.
- 8.4. PZC Roles & Responsibilities.

9. ADMINISTRATIVE REPORTS.

- 9.1. Commissioner Comments.
- 9.2. Director's Report.
- 9.3. Upcoming Tentative Meetings.
 - 1. Regular Meeting, 6:00 p.m., Monday, March 9, 2026.


10. ADJOURNMENT.

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



MEMORANDUM

Planning and Zoning Commission

DATE:	February 9, 2026
FROM:	Cynthia Smith Strack, Community Development Director
AGENDA ITEM:	4.1. Election of Officers
BACKGROUND:	<p>Under the PZC authorization code, organization officers are elected at the first meeting following appointments. Expected process is to accept nominations and then close nomination and vote via motion.</p> <p>The current Vice President is no longer a member of the PZC. Therefore, Secretary Duklet will solicit nominations for Chair. Following election of the Chair, the newly elected Chair shall preside over the meeting, including nominations for remaining officers.</p> <p>The following appointments are requested:</p> <p>Chair (last year Romness) Vice Chair (last year Petersen) Secretary (last year Duklet)</p>
ACTION:	Election of Officers for 2026
SIGNATURE:	

**BELLE PLAINE PLANNING & ZONING COMMISSION
REGULAR MEETING
SEPTEMBER 8, 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, September 8, 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 Petersen, to approve the Agenda as presented. ALL VOTED AYE. MOTION CARRIED.

3. APPROVAL OF MINUTES. 3.1. Regular Session Minutes of August 11, 2025.

MOTION by Commissioner Petersen, second by Commissioner Duklet, to approve the Regular Session Minutes of August 11, 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. None.

6. BUSINESS.

6.1. Resolution PZ 25-18 Resolution Recommending Approval of a Concept Plan for St. John Lutheran Church Plat.

Community Development Director Smith Strack reviewed the concept plan for St. John's Lutheran Church. Smith Strack explained the applicants proposed concurrent preliminary and final plat review. Smith Strack noted religious institutions are conditional uses within the R-3 District and highlight the three properties to be combined into one PID. Smith Strack explained the Commission is to review the concept plat and make recommendations.

The Commission held discussion.

MOTION by Commissioner Petersen, second by Commissioner Crosby, to approve Resolution PZ 25-18 Recommending Approval of a Concept Plan for St. John Lutheran Church Plat. ALL VOTED AYE. MOTION CARRIED.

7. ADMINISTRATIVE REPORTS.

7.1. Commissioner Comments.

Commissioner Romness inquired on where the Legislature is at on the local zoning updates. Community Development Director Smith Strack explained Zoning preemption is where local authority is removed and replaced by State Law along with plats and developments would being approved by staff. Smith Strack explained the language has been before legislature for the past 5 years and is not going anywhere, noting

there is some talk at the Federal Level as well. Romness inquired if the Commission could write a letter to local representatives or inform the general public. Smith Strack explained the Commission is a recommending board and would not recommend the Commission move forward. Smith Strack explained commissioners as private citizens can write letters along with the Council as a whole can send letters as a political body.

7.2. Director's Report.

Community Development Director Smith Strack explained the report is in the packet for review. Smith Strack explained she took the comments from the Commission to Council and recommends the Commission listen to the Work Session. Smith Strack explained a joint work session has been scheduled for July 6 at 6:15.

7.3. Upcoming Tentative Meetings.

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

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

8. ADJOURNMENT.

MOTION by Commissioner Duklet, second by Commissioner Schmitz, to adjourn the meeting at 6:16 PM.
ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,

Renee Eyrich
Recording Secretary

UNAPPROVED

**PLANNING AND ZONING COMMISSION
OCTOBER 6, 2025**

1. PLANNING CALL TO ORDER. 1.1. Roll Call.

The Planning and Zoning Commission met in Regular Session on Monday, October 6, 2025 at City Hall 218 North Meridian Street, Belle Plaine, MN. Chair Romness called the meeting to order at 6:31 PM with Commissioners Crosby, Schmitz, Duklet, and Petersen present.

2. PLANNING APPROVAL OF AGENDA.

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

3. DISCUSSION ITEMS.

3.1. Joint Council/Planning Zoning Commission Workshop: Findings of Fact and Public Hearing Best Practices.

The Council and Planning Commission participated in a presentation regarding Finding of Fact and Public Hearing Best Practices from the League of Minnesota Cities as presented by City attorney Vose and Community Development Director Smith Strack.

4. PLANNING ADJOURN.

MOTION by Commissioner Schmitz, second by Commissioner Petersen, to adjourn the meeting at 7:44 PM. ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted

Renee Eyrich
Recording Secretary

**BELLE PLAINE PLANNING & ZONING COMMISSION
REGULAR MEETING
JANUARY 20, 2026**

1. CALL TO ORDER. 1.1. Roll Call.

The Planning and Zoning Commission met in Regular Session on Tuesday, January 20, 2025 at City Hall 218 North Meridian Street, Belle Plaine, MN. Chair Romness called the meeting to order at 6:29 PM with Commissioners Crosby and Duklet present. Commissioners Elect Walsh and Eggers were also present.

2. BUSINESS.

2.1. 2050 Decennial Comprehensive Plan – Joint Planning and Zoning Commission/Council Work Session with Guests from Metropolitan Council.

Community Development Director Smith Strack along with Mackenzie Young-Walters and Michael Sund from the Metropolitan Council reviewed the 2050 Decennial Comprehensive Plan with Council and the Planning and Zoning Commission.

Councilmembers and Commissioners asked questions and held discussion.

3. ADJOURNMENT.

MOTION by Commissioner Crosby, second by Commissioner Duklet, to adjourn the meeting at 7:42 PM. ALL VOTED AYE. MOTION CARRIED.

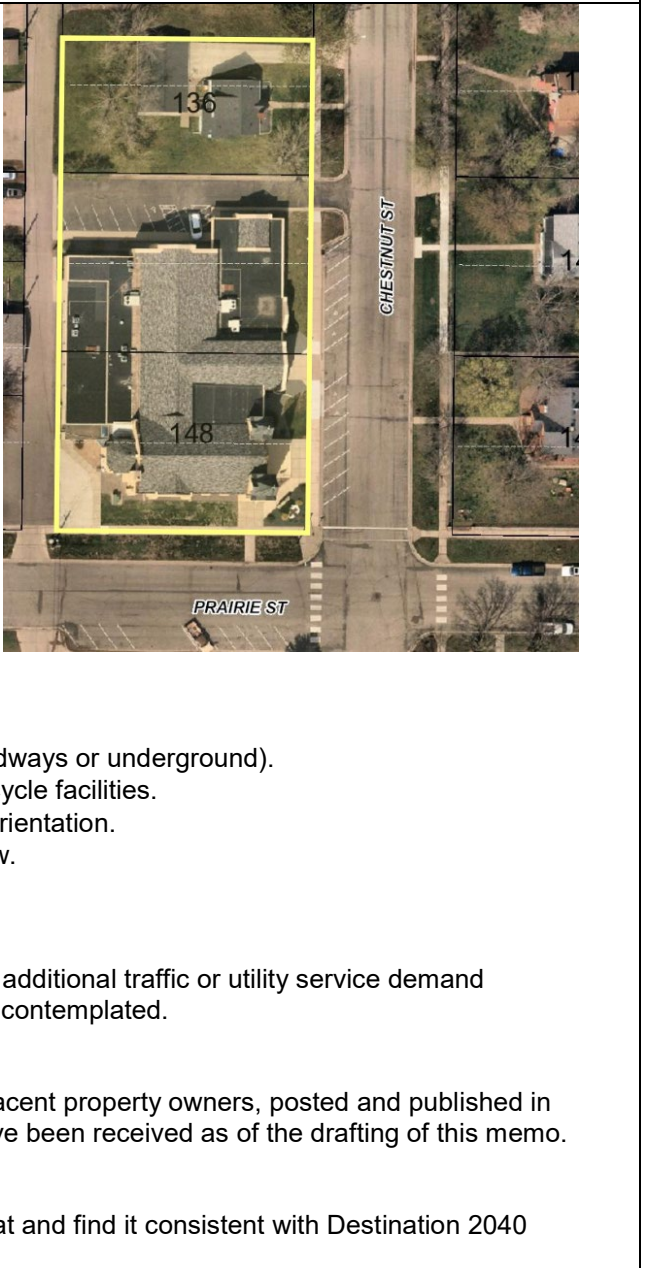
Respectfully Submitted,


Renee Eyrich
Recording Secretary



MEMORANDUM

PZC

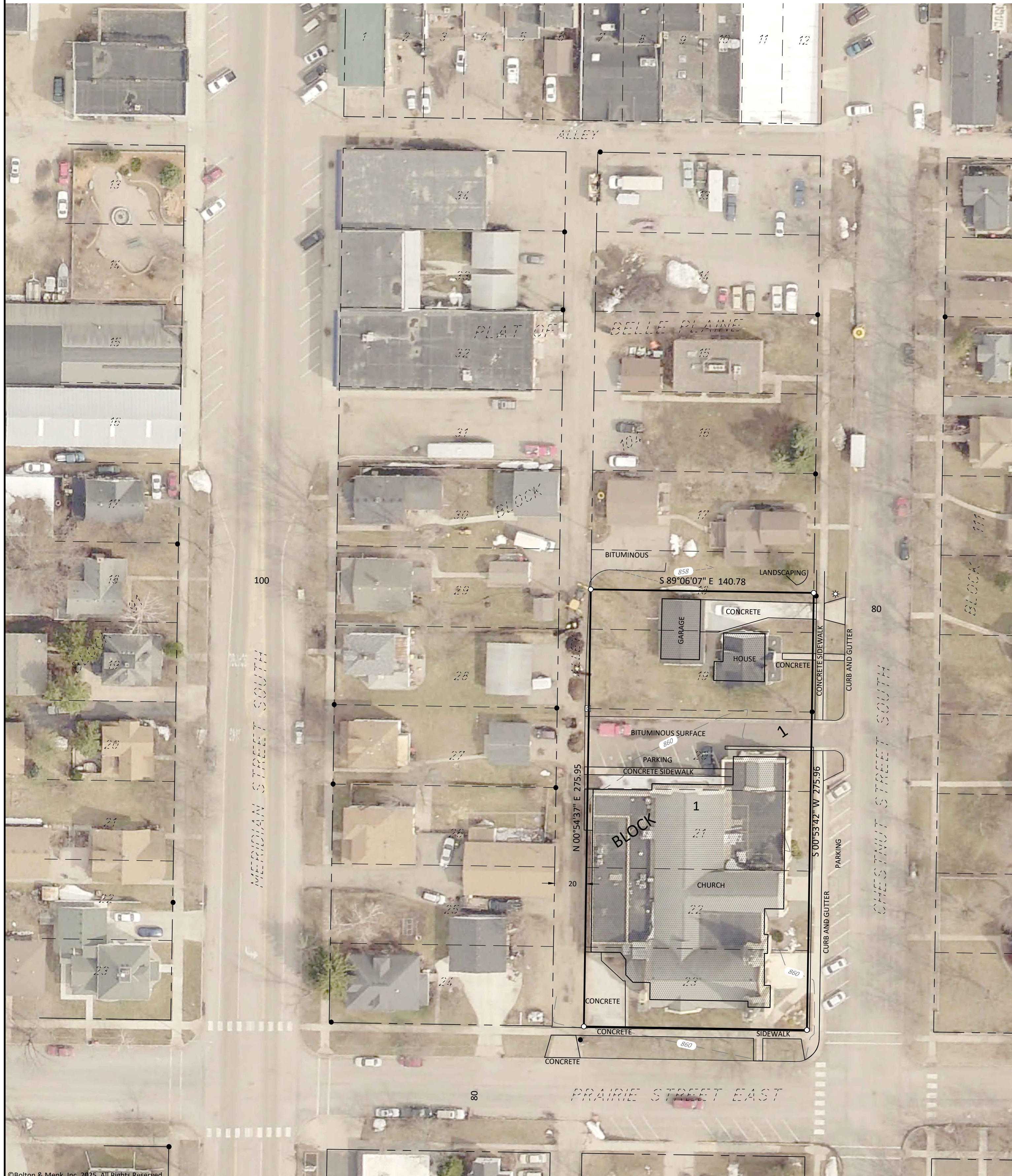
DATE:	February 9 th , 2026	
FROM:	Jim Gerold, Asst. Community Development Director	
AGENDA ITEM:	7.1 Public Hearing: Preliminary Plat St. John Lutheran Church	
REVIEW:	<p>St. John Lutheran Church is a proposed resubdivision of several parcels owned by St Johns Lutheran Church. The proposed plat combines 3 lots of record into a single parcel of record.</p> <p>Combining the existing 3 lots into a single lot will enable the possible creation of an off-street parking facility.</p> <p><u>Consistency with Comprehensive Plan</u> The property is planned for low/medium density residential under the 2040 Comprehensive Plan.</p> <p><u>Proposed Land Use</u> The subject property is zoned R-3 One and Two Family Residential. Religious institutions are conditional uses within the R-3 District.</p> <p>Resubdivision doesn't necessitate:</p> <ul style="list-style-type: none"> • Public improvements (roadways or underground). • Changes to pedestrian/bicycle facilities. • Changes to block length/orientation. • Parkland dedication review. • Environmental review. <p><u>Utilities/Streets</u> No street or utility extensions required. No additional traffic or utility service demand anticipated. Additional off-street parking is contemplated.</p> <p><u>Public Hearing Notice</u> Notice of public hearing was mailed to adjacent property owners, posted and published in the Official Newspaper. No comments have been received as of the drafting of this memo.</p> <p><u>Department Review</u> City staff have reviewed the preliminary plat and find it consistent with Destination 2040 and local controls.</p>	
ACTION:	The Planning Commission is to hold a public hearing and take comments on the proposed plat. Following hearing and discussion the Planning Commission is to make a recommendation to the City Council.	

ATTACHMENTS:	<ul style="list-style-type: none">• Preliminary plat – St John Lutheran Church.• Resolution PZ 26-01, Recommending the City Council Approve a Preliminary Plat for St John Lutheran Church
SIGNATURE:	

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.

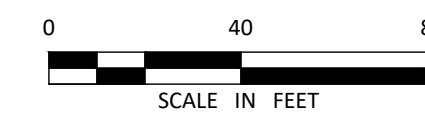
1105.07 SUBD. 1. PURPOSE.
 The purpose of the R-3 Single and Two-Family (Low to Medium Density) Residential District is to provide for single and two-family residential dwelling units and directly related, complementary uses.

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."

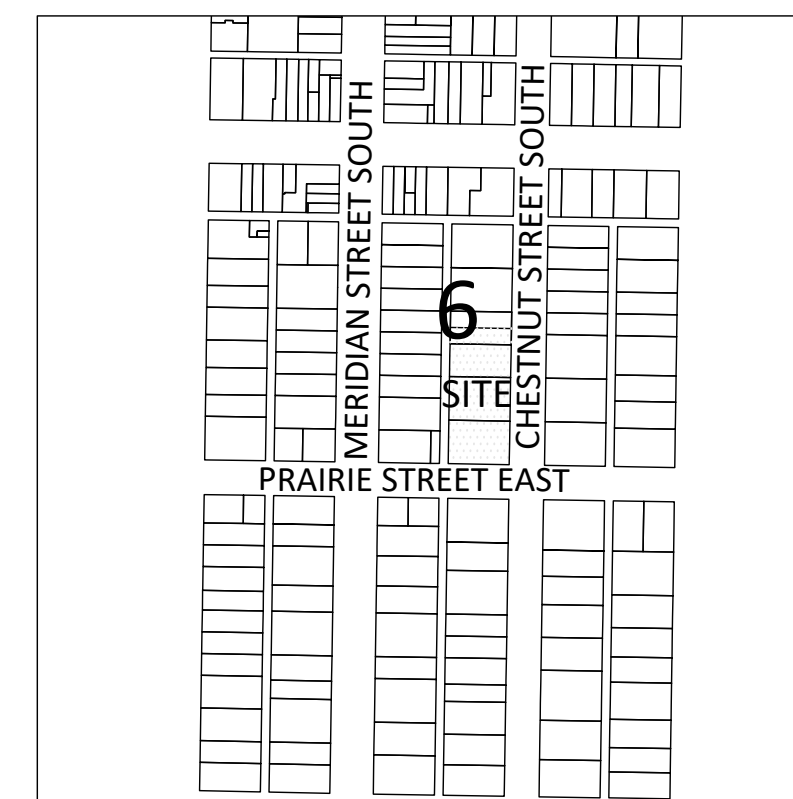
1. Lot Area:
 - a. Single-Family:
 1. Eight thousand (8,000) square feet.
 - b. Two-Family:
 1. Total: Ten thousand five hundred (10,500) square feet.
 2. Per Unit: Five thousand two hundred fifty (5,250) square feet.
2. Lot Width:
 - Single-Family:
 - a. Interior: Seventy (70) feet.
 - b. Corner: Eighty-five (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

**BELLE PLAINE PLANNING COMMISSION
RESOLUTION PZ 26-01**

**RESOLUTION RECOMMENDING APPROVAL OF A PRELIMINARY PLAT
FOR ST JOHNS LUTHERAN CHURCH**

PID: 200015560, 200015550 & 200015540

Legal: Attached as Exhibit A

WHEREAS, St. John's Lutheran Church owns the aforementioned properties; and,

WHEREAS, the Planning and Zoning Commission has conducted a public hearing on the preliminary plat of St Johns Lutheran Church on February 9th, 2026, following posted, mailed, and published notice; and,

WHEREAS, the Planning and Zoning Commission has reviewed the plat as it relates to the City's Comprehensive Plan and Code standards and finds:

1. The subject property is owned by St John's Lutheran Church.
2. The plat appears to be consistent with the Comprehensive Plan and applicable zoning districts.
3. No subdivision improvements are required.

NOW THEREFORE BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF BELLE PLAINE THAT: It hereby recommends the City Council approve a preliminary plat for St Johns Lutheran Church.

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 9th day of February, 2026.

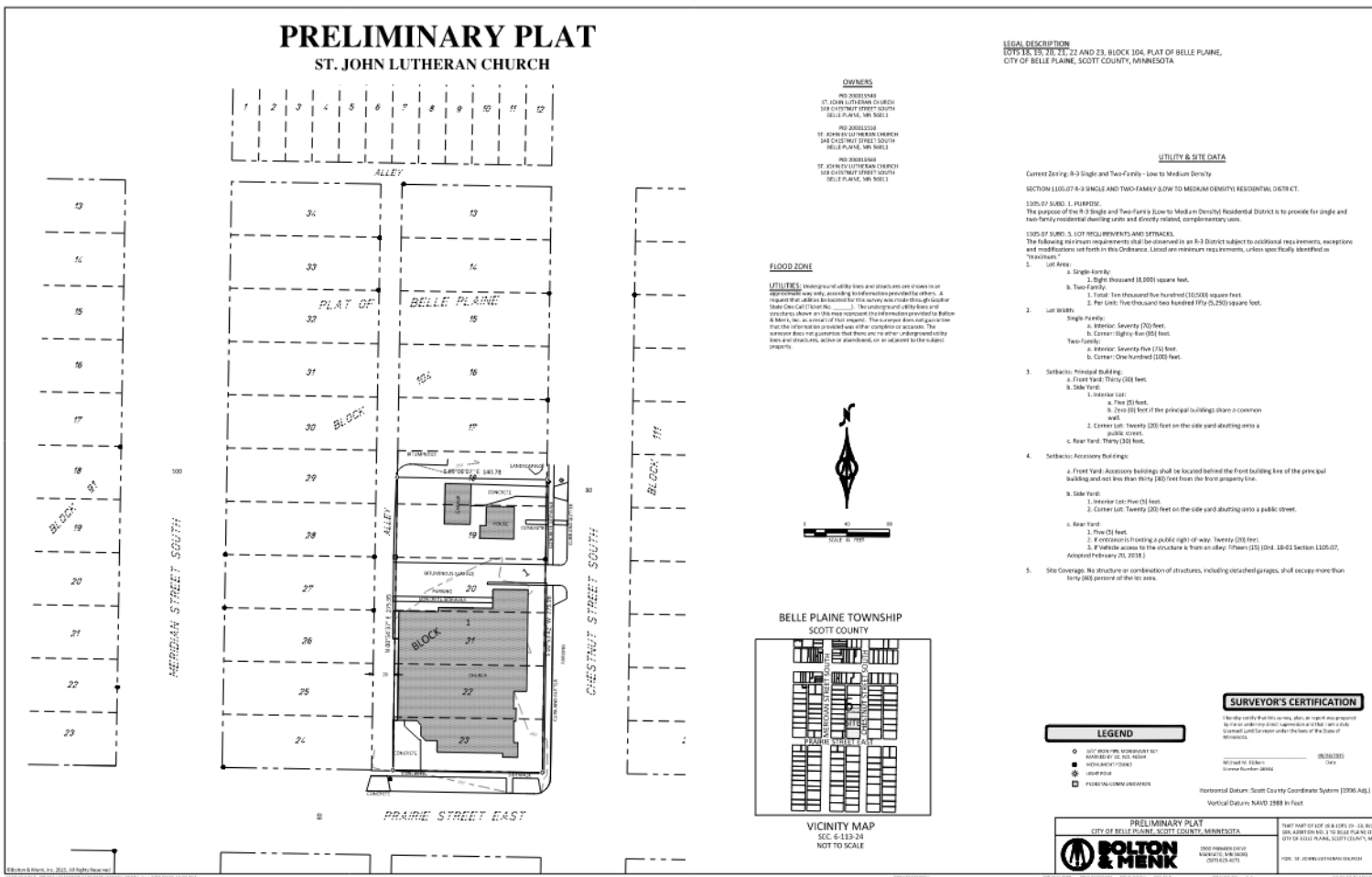
Planning Commission Chairperson

Cynthia Smith Strack
Community Development Director

EXHIBIT A
RESOLUTION PZ 26-01
LEGAL DESCRIPTION

Lots 19, 20, 21, 22, 23, & S ½ OF LOT 18, BLOCK 104, PLAT OF BELLE PLAINE, CITY OF BELLE
PLAINE, SCOTT COUNTY, MINNESOTA



**EXHIBIT B
RESOLUTION PZ 26-01
PRELIMINARY PLAT: ST JOHN LUTHERAN CHURCH**





MEMORANDUM

Planning and Zoning Commission

DATE:	February 9 th , 2026
FROM:	Jim Gerold, Asst. Community Development Director
AGENDA ITEM:	8.1. Final Plat St. Johns Church
REVIEW:	<p>St John's Lutheran Church owns three separate parcels at Prairie St. E and Chestnut St. S. The attached plat will combine the three parcels into one lot of record.</p> <p>Platting would allow the possibility of expanding off street parking in the future.</p> <p>A public hearing was held earlier tonight for the corresponding Preliminary Plat.</p> <p>The City Attorney is completing a title review. Any comments will be incorporated into the final plat before the City Council</p> <p>Scott County is performing a plat check. Any comments will be incorporated into the final plat before the City Council.</p> 
ACTION:	Review/recommendation to Council
ATTACHMENTS:	Final Plat St John Church Resolution 26-02 Resolution Recommending Approval of a Final Plat for St John's Church
SIGNATURE:	

ST JOHNS LUTHERAN CHURCH

INSTRUMENT OF DEDICATION
 KNOW ALL PERSONS BY THESE PRESENTS: that St Johns Lutheran Church, a Minnesota corporation, owner and proprietor of the following described property situated in the County of Scott, State of Minnesota, to wit:
 Lots Twenty-two (22) and Twenty-three (23) in Block One Hundred Four (104) in the Town of Belle Plaine, according to the recorded plat thereof.
 AND ALSO
 Lots Twenty (20) and Twenty-one (21), of Block one hundred four (104) of the Borough of Belle Plaine, Scott County, Minnesota, according to the plat thereof on file and of record in the Office of the Register of Deeds in and for said county.
 AND ALSO
 Lot 19 and the South half of Lot 18, Block 104, Belle Plaine, Minnesota.

Has caused the same to be surveyed and platted as ST JOHNS LUTHERAN CHURCH and does hereby dedicate to the public use the easements as created by this plat.

In witness whereof said St. Johns Lutheran Church, a Minnesota Corporation, has caused these presents to be signed by its proper officers this ____ day of _____, 2026.

Signed: St. Johns Lutheran Church

 Jim Edgers, President

 Deanne Fogarty, Secretary

State of Minnesota
 County of _____

The foregoing instrument was acknowledged before me this ____ day of _____, 2026 by Jim Edgers, President, and Deanne Fogarty, Secretary, of St. Johns Lutheran Church, a Minnesota Corporation, on behalf of the corporation.

Notary Public, _____ County, Minnesota,
 My Commission Expires _____

SURVEYOR'S CERTIFICATE
 I, Michael M. Eichers, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet land, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of _____, 2026

Michael M. Eichers, Land Surveyor
 Minnesota License No. 46564

State of Minnesota
 County of Blue Earth

The foregoing instrument was acknowledged before me this ____ day of _____, 2026, by Michael M. Eichers, Land Surveyor, Minnesota License No. 46564.

Nathan P. Myhra, Notary Public
 Notary Public - Minnesota,
 My Commission Expires Jan. 31, 2028.

CITY PLANNING COMMISSION, CITY OF BELLE PLAINE, MINNESOTA
 Be it known that on the ____ day of _____, 2026, the Planning Commission of the City of Belle Plaine, Minnesota, did duly review this plat.

 Planning Commission Chair

CITY COUNCIL, CITY OF BELLE PLAINE, MINNESOTA
 Be it known that on the ____ day of _____, 2026, the City Council of the City of Belle Plaine, Minnesota, did duly approve this plat of ST JOHNS LUTHERAN CHURCH, and that, as per Minnesota Statutes Section 505.03, Subd. 2, this plat has been submitted to, and written comments and recommendations have been received from the County Engineer and the Commissioner of Transportation.

 Ryan Ladd, Mayor Dawn Meyer, City Administrator

SCOTT COUNTY SURVEYOR
 Pursuant to Minnesota Statutes, Section 389.09, Subd. 1, as amended, this plat has been reviewed and approved this ____ day of _____, 2026.

 Dan Wormer, Scott County Surveyor

SCOTT COUNTY AUDITOR AND TREASURER
 I hereby certify that the current and delinquent taxes on the lands described within are paid and the transfer is entered this ____ day of _____, 2026.

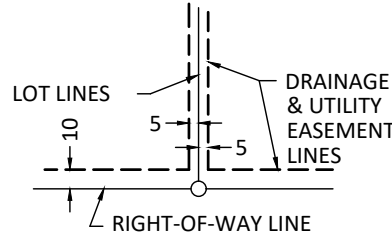
 Scott County Auditor Scott County Treasurer

 Deputy

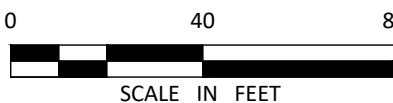
SCOTT COUNTY RECORDER
 I hereby certify that this plat was filed in this office this ____ day of _____, 2026, at ____ o'clock ____ m. as Document No. _____.

 Scott County Recorder

DRAINAGE & UTILITY EASEMENTS ARE SHOWN THUS:



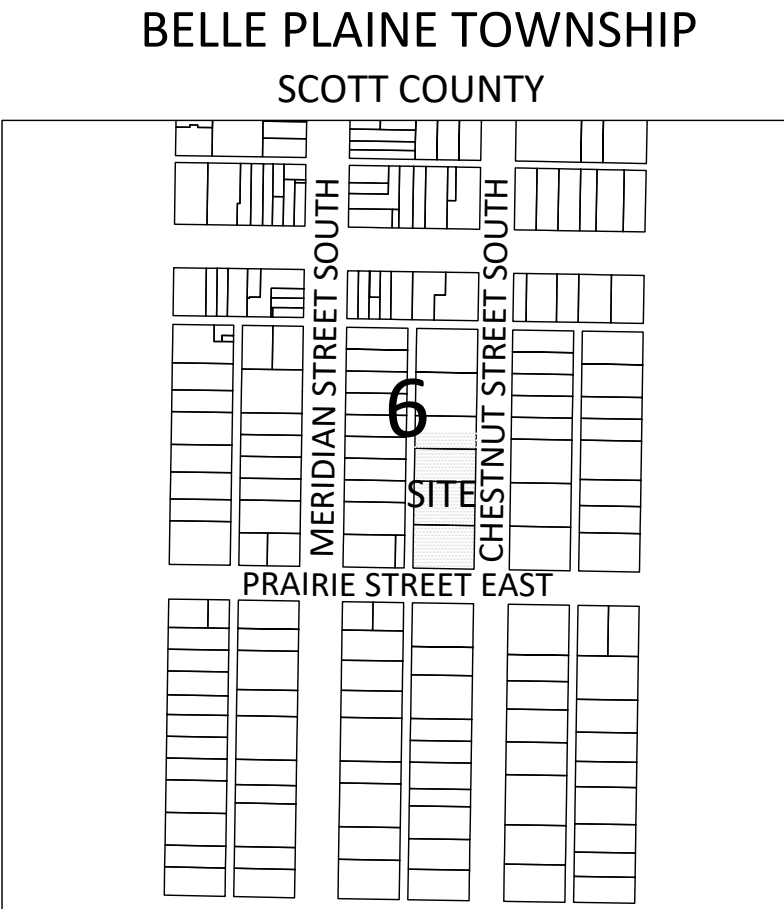
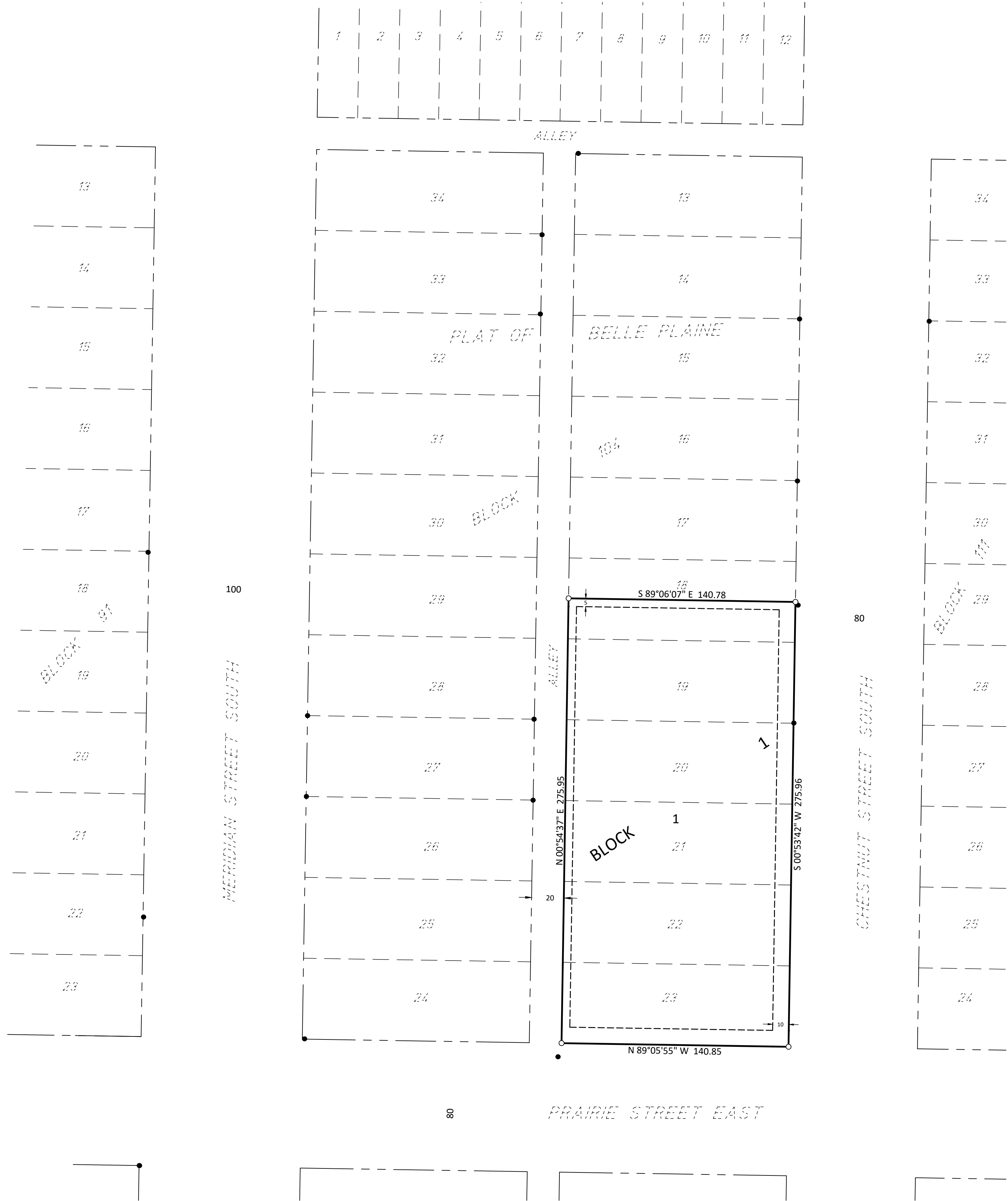
BEING 5 FEET IN WIDTH AND ADJOINING LOT LINES AND BEING 10 FEET IN WIDTH AND ADJOINING RIGHT-OF-WAY LINES, UNLESS OTHERWISE INDICATED ON THE PLAT.



LEGEND

- 3/4" IRON PIPE MONUMENT SET MARKED BY LIC. NO. 46564
- MONUMENT FOUND

Horizontal Datum: Scott County Coordinate System (1996 Adj.)



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

**BELLE PLAINE PLANNING COMMISSION
RESOLUTION PZ 26-02**

**RESOLUTION RECOMMENDING APPROVAL OF A FINAL PLAT
FOR ST JOHNS LUTHERAN CHURCH**

PID: 200015560, 20001550 & 200015540

Legal: Attached as Exhibit A

WHEREAS, St John's Lutheran Church is resubdividing the aforementioned lots to combine said parcels into a single lot of record; and,

WHEREAS, the subject property is zoned R-3 Single and Two Family Residential District; and,

WHEREAS, the Planning Commission on February 9th, 2026, approved Resolution 26-01 recommending approval of the preliminary plat as presented; and,

WHEREAS, the Planning Commission has reviewed the final plat for S Johns Lutheran Church and finds:

1. The final plat is consistent with a preliminary plat recommended for approval by the Belle Plaine Planning Commission on February 9th, 2026.
2. The City Attorney is completing title review.
3. No plat improvements are required, therefore design standards and financing are not relevant

NOW, THEREFORE BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF BELLE PLAINE, SCOTT COUNTY, MINNESOTA, THAT: It recommends the City Council approve a final plat for St Johns Lutheran Church, attached hereto as Exhibit B.

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 9th day of February, 2026.

Planning Commission Chairperson

Cynthia Smith Strack
Community Development Director



EXHIBIT A
RESOLUTION PZ 26-02
LEGAL DESCRIPTION

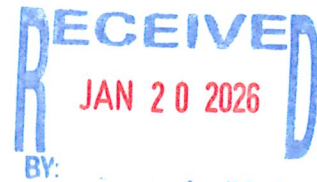
Lot 1, Block 1, St Johns Lutheran Church



MEMORANDUM

Planning and Zoning Commission

DATE:	February 9 th , 2026
FROM:	Jim Gerold, Asst. Community Development Director
AGENDA ITEM:	Recommending City Council Approve Minor Subdivision 919 Church Street West
REVIEW	<p>Randy Kubes has submitted a request for a minor subdivision on behalf of the property owner, Stella Wagner, to split PID 200010201 as illustrated in the attached survey. The property owner has signed the application.</p> <p>Under City Code, if this split is approved no further minor subdivision, either lot split or combination, is possible for five years after approval.</p> <p>Locale is existing medium to low density single and two-family residential.</p> <p>The planned medium to low density residential use is consistent with the 2040 Comprehensive Plan.</p> <p>Zoning Classification is R-3 Single and Two Family Residential District.</p> <p>Proposed legal descriptions have been reviewed and approved by the Scott County Surveyor's Office</p> 
ACTION:	The PZC is to review the proposed minor subdivision and recommend approval or denial (specify) to the Belle Plaine City Council.
ATTACHMENTS:	<ul style="list-style-type: none">• Application and Survey• Resolution PZ 26-03 Recommending City Council Approve Minor Subdivision 919 Church Street West.
SIGNATURE:	



City of Belle Plaine
 218 N. Meridian Street
 P.O. Box 129
 Belle Plaine, MN 56011

Community Development Department
 Phone: 952-873-5553
 www.belleplainemn.gov

Fee: \$ 250.⁰⁰

PLANNING CONSIDERATION APPLICATION

PROPERTY	Address: <u>919 Church St W.</u>	P.I.N: <u>200010201</u>
Lot Number: <u>123</u>	Block Number: <u>14</u>	Subdivision: <u>Borough of Belle Plaine</u>
Zoning: <u>Res.</u>		
APPLICANT	Owner Name: <u>Randy Kubas</u>	Phone:
Address: <u>1221 E. 4th Ave, Shakopee 55379</u>		Cell:
E-mail:		Fax:
OWNER	Name: <u>Wagner Irrev. Trust, Stella Wagner</u>	Phone:
Address: <u>24060 Hickory Blvd, Belle Plaine</u>		Cell:
E-mail:		Fax:

APPLICATION TYPE: (Check all that apply)

<input type="checkbox"/> Annexation	\$200	<input type="checkbox"/> Interim Use Permit	\$300	<input type="checkbox"/> Preliminary Plat	\$300 per lot
<input type="checkbox"/> Appeal	\$300	<input checked="" type="checkbox"/> Minor Subdivision	\$250	<input type="checkbox"/> Rezoning	\$300
<input type="checkbox"/> Building Code Appeal	\$300	<input type="checkbox"/> Non-Conforming Expansion Permit (Commercial) \$400 (Residential) \$100		<input type="checkbox"/> Site Plan	\$300
<input type="checkbox"/> Comp Plan Amendment	\$500- \$1,000			<input type="checkbox"/> Vacation (Alley/Street/Easement)	\$500
<input type="checkbox"/> Concept Plan - Subdivision	\$250	<input type="checkbox"/> Ordinance Amendment	\$500	<input type="checkbox"/> Variance (Single Family)	\$300
<input type="checkbox"/> Conditional Use Permit	\$300	<input type="checkbox"/> Planned Unit Development	\$1000, & per lot	(All others)	\$500
<input type="checkbox"/> Final Plat Approval	\$200				

Other (bldg. materials, landscape, lighting, parking & misc. plans)

Improvement Description: split lots 1, 2 + 3 Blk 14 away from lot 18, 17 + 16 Blk 14 to create 1 buildable lot out of lots 18, 17 + 16. Blk 14.

SUPPLEMENTARY INFORMATION

PLEASE ATTACH ALL ITEMS IDENTIFIED ON CORRESPONDING CHECKLIST.

I certify that I am the applicant named herein; that I have familiarized myself with the rules and regulations with respect to preparing and filing this application that the foregoing statements and answers herein contained and the information on the attached maps or site plans and any other documents submitted herewith are in all respects true and accurate to the best of my knowledge and behalf.

APPLICANT SIGNATURE: _____ DATE: 1-16-26

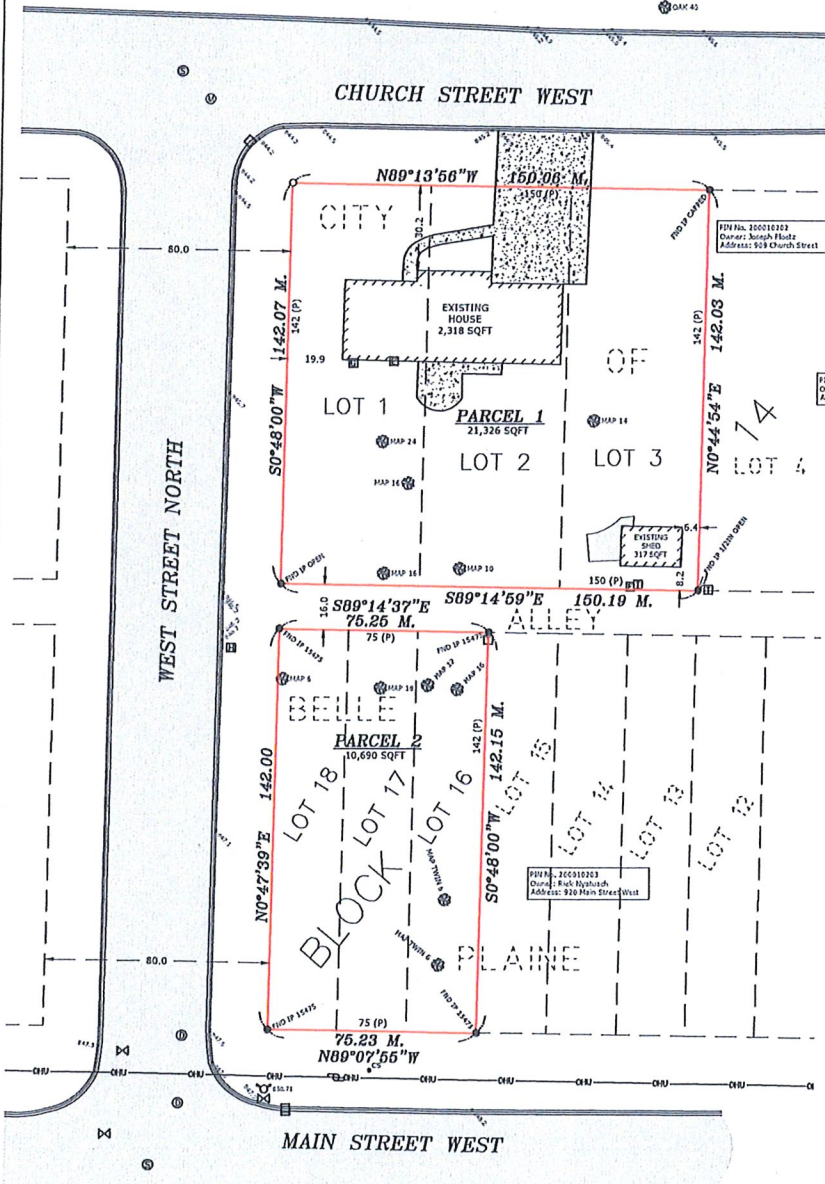
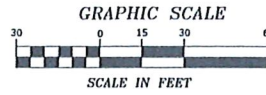
OWNER(S) SIGNATURE: X Stella Wagner DATE: 1-19-26

OFFICE USE ONLY

Date Received: <u>1. 22-26</u>	Form of Payment: <u>Cash \$306³</u>	Transaction Number: <u>11460/27</u>
Application Fee: <u>250.⁰⁰</u>	Date: <u>1-22-26</u>	Collected By: <u>CCS</u>
Reviewed by Community Development Director	<input checked="" type="checkbox"/> Application Complete	Date: <u>1-22-26</u>

ADMINISTRATIVE SUBDIVISION

~for~ Kubes Realty
 ~of~ 919 CHURCH Street West
 Belle Plaine, MN 56011



LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 45356/52705
- DENOTES CATCH BASIN
- ▣ DENOTES CABLE PEDESTAL
- ▤ DENOTES ELECTRICAL BOX
- X 932.34 DENOTES EXISTING SPOT ELEVATION
- ▥ DENOTES FIBER OPTIC BOX
- ▧ DENOTES HAND HOLE
- ⊙ DENOTES SANITARY SEWER MANHOLE
- ⊙ DENOTES STORM SEWER MANHOLE
- ▩ DENOTES TELEPHONE PEDESTAL
- ⊕ DENOTES HYDRANT
- ⊕ DENOTES WATER VALVE
- (P) DENOTES PLATTED DISTANCE
- M, M, DENOTES MEASURED DISTANCE
- R-0.00 DENOTES BUILDING SETBACK LINE
- B-0.00 DENOTES BITUMINOUS SURFACE
- C-0.00 DENOTES CONCRETE SURFACE
- A-0.00 DENOTES ADJACENT PARCEL OWNER INFORMATION (PER SCOTT COUNTY TAX INFORMATION)

NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 11/18/25.
- Bearings shown are on an assumed datum.
- Parcel ID Number: 200010201.
- Curb shots are taken at the top and back of curb.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.

LEGAL DESCRIPTION OF RECORD

Lots One (1), Two (2), and Three (3), Block Fourteen (14), Borough of Belle Plaine, Scott County, Minnesota, according to the plat thereof on file and of record in the office of the Register of Deeds In and for county and state.

And

Lots 16, 17, and 18, Block 14, City of Belle Plaine, Scott County, Minnesota.

PROPOSED PARCEL 1 DESCRIPTION

Lots 1, 2, and 3, Block 14, City of Belle Plaine, Scott County, Minnesota.

PROPOSED PARCEL 2 DESCRIPTION

Lots 16, 17, and 18, Block 14, City of Belle Plaine, Scott County, Minnesota.

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

KURT D. NELSON
 Date: 12/5/2025 License No. 45356

DRAWN BY: CBS	JOB NO: 251218LS	DATE: 12/5/2025
CHECK BY: KDN	FIELD CREW: JWI/SLAD	
1		
2		
3		
NO.	DATE	DESCRIPTION
		BY

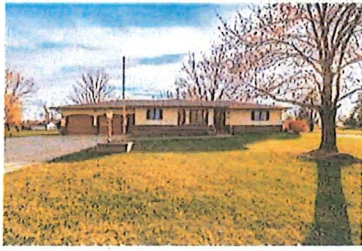
E. G. RUD & SONS, INC.
 1ST. 1877 Professional Land Surveyors
 www.egrud.com 990 5th Ave SE, Suite 2
 Hutchinson, MN 55350
 Tel. (320) 587-2025

11/18/2025

Property Full Report, Single Family Residential, MLS#: 6819235

919 W Church Street, Belle Plaine, MINNESOTA 56011-1009

Type: For Sale



Status: Active

List Price: \$399,900

Original List Price: \$399,900

Map Page: 185/E1

Directions: Main St. to West Ave., North to Church St.

Style: (SF) Single Family
 Stories: One
 Const Status: Previously Owned
 Foundation Size: 1,584
 Foundation Dimensions:
 Above Ground Finished SqFt: 1,584
 Below Ground Finished SqFt: 1,287
 Total Finished SqFt: 2,871
 Style:
 List Date: 11/18/25 Received By MLS: 11/18/25

Year Built: 1983
 Bedrooms: 4
 Total Baths: 3
 Garage: 3
 Acres: 0.49
 Lot Size: 142 x 150
 Fire #:
 Days on Market: 0
 PDOM: 0 CDOM: 0
 Yearly/Seasonal: Yearly

TAX INFORMATION

Property ID: 200010201
 Tax Year: 2025
 Tax Amt: \$4,932
 Assess Bal: \$0
 Tax w/assess: \$4,932
 Assess Pend: No
 Homestead: Yes

General Property Information

Legal Description: CITY OF BELLE PLAINE LOT 1-3 BLOCK 014
 County: Scott-MN
 Postal City: Belle Plaine Municipality: Belle Plaine
 Listing City: Belle Plaine
 School District: , 952-873-2400

Complex/Dev/Sub: City Of Belle Plaine
 Lot Description: Corner Lot, Tree Coverage - Light
 Road Frontage: City, Curbs, Paved Streets
 Road Responsibility: Public Maintained Road
 Zoning: Residential-Single Family Accessibility: None
 Power:

Remarks

Agent Remarks: 3 & 4 Bedrooms in lower level need to have egress windows added by buyers.
 Public Remarks: Wonderful Rambler on large corner lot, Anderson windows & patio door, main floor laundry, walk-thru bathroom, full basement, 4 bedroom, 3 bath, 2 car attached garage plus 14x22 garage in backyard, concrete driveway, newer roof, furnace & AC, quiet street, granite tops, steel siding, 9' patio door, 16x16 stamped and colored patio, roomy floor plan and great place to call home. Move right in and enjoy!

Structure Information

Room	Level	Dim	Room	Level	Dim
Kitchen	Main	12 x 13	Living Room	Main	15 x 20
Dining Room	Main	12 x 13	Patio	Main	16 x 16
Bedroom 1	Main	12 x 15	Bedroom 2	Main	12 x 15
Bedroom 3	Lower	14 x 14	Bedroom 4	Lower	11 x 15
Family Room	Lower	16 x 35	Laundry	Main	07 x 11

Heat: Forced Air
 Fuel: Natural Gas
 Air Cnd: Central
 Water: City Water/Connected
 Sewer: City Sewer/Connected
 Garage Stalls: 3
 Garage Stall #:
 Other Parking:
 Pool:

Bathrooms: Total: 3 Full: 1 3/4: 1 1/2: 1 1/4: 0
 Bath Description: 3/4 Basement, Main Floor 1/2 Bath, Main Floor Full Bath, Primary Walk-Thru
 Special Search: All Living Facilities on One Level, Main Floor Bedroom, Main Floor Laundry, Main Floor Primary
 Dining Room Desc: Kitchen/Dining Room
 Family Room Char: Family Room, Lower Level
 Fireplaces: 0
 Appliances: Fireplace Characteristics:
 Dishwasher, Disposal, Dryer, Exhaust Fan/Hood, Gas Water Heater, Microwave, Range, Refrigerator,
 Washer, Water Softener - Owned
 Electric: 150 Amp Service, Circuit Breakers
 Basement: Concrete Block, Finished (Livable), Full
 Foundation: Concrete Block
 Construction Mtrls: Frame
 Exterior: Metal
 Roof: Architectural Shingle, Asphalt Shingles
 Amenities-Unit: Kitchen Window, Main Floor Primary Bedroom
 Internet Options: Cable
 Parking Char: Attached Garage, Detached Garage, Driveway - Concrete, Floor Drain, Garage Door Opener
 Garage Dimensions: 26 x 28 Garage Sqft: 704 Garage Dr Height: 7 Garage Dr Width: 9
 Topography: Level Out Buildings: Shed - Storage

Financial

List Type: Exclusive Right
 Lockbox Type: Combo Lockbox Source:
 Special Listing Conditions: Standard
 Auction: Auctioneer License #: Auction Type: Buyer's Premium: Auction Date:
 Listing Agent: Randolph J Kubes 612-599-7440
 Listing Office: Kubes Realty Inc Appt Phone: Office Phone: 952-445-9110

This Report Prepared By: Sherry L Sullivan 952-445-9110

**BELLE PLAINE PLANNING COMMISSION
RESOLUTION PZ 26-03**

**A RESOLUTION RECOMMENDING APPROVAL OF A MINOR SUBDIVISION OF
PROPERTY AT 919 CHURCH STREET WEST**

PID 200010201 (parent parcel)

**Legal:
Parent Parcel Attached as Attachment A
Proposed Attached as Attachment B**

WHEREAS, Stella Wagner (the "Property Owner") is the fee owner of property at 919 Church Street West; and,

WHEREAS, the Property Owner requests a minor subdivision to split the parent parcel into two separate tracts; and,

WHEREAS, the subject property is zoned R-3 Single and Two Family Residential; and,

WHEREAS, the Planning Commission has reviewed the proposed minor subdivision certificate of survey attached hereto as Attachment C; and,

WHEREAS, The Planning Commission has reviewed the following criteria for approving a minor subdivision and has found:

1. The proposed minor subdivision results in two lots of record, each which satisfy the minimum lot requirements and setbacks established in Section 1105.07, Subd. 5 of the City Code.
2. The proposed minor subdivision request, subject to the condition below, is consistent with the requirements of §1207 of the City Code relating to minor subdivisions.

WHEREAS, If approved, no further administrative subdivision of either Tract 1 or Tract 2 is allowed until five years after the date of Council approval. Any further split or combination of either Tract 1 or Tract 2 in the aforementioned time period shall be subject to a formal platting process.

NOW THEREFORE BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF BELLE PLAINE THAT: It hereby recommends the City Council approve a minor subdivision as requested by Stella Wagner for 919 Church Street West, contingent upon the following:

1. The lot split shall be as represented in a certificate of survey dated December 5th, 2025, and attached hereto as Attachment C.
2. Incorporation of any comments from Scott County.
3. Deeds shall be created for both resulting parcels and submitted to the City for administrative review prior to filing with the Scott County Recorder's Office.

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 9th day of February, 2026.

Planning Commission Chairperson

Cynthia Smith Strack
Community Development Director

ATTACHMENT A
LEGAL DESCRIPTION OF PARENT PARCEL

LEGAL DESCRIPTION OF RECORD

Lots One (1), Two (2), and Three (3), Block Fourteen (14), Borough of Belle Plaine, Scott County, Minnesota, according to the plat thereof on file and of record in the office of the Register of Deeds in and for county and state.

And

Lots 16, 17, and 18, Block 14, City of Belle Plaine, Scott County, Minnesota.

ATTACHMENT B
LEGAL DESCRIPTION OF PROPOSED PARCEL 1 AND PARCEL 2

PROPOSED PARCEL 1 DESCRIPTION

Lots 1, 2, and 3, Block 14, City of Belle Plaine, Scott County, Minnesota.

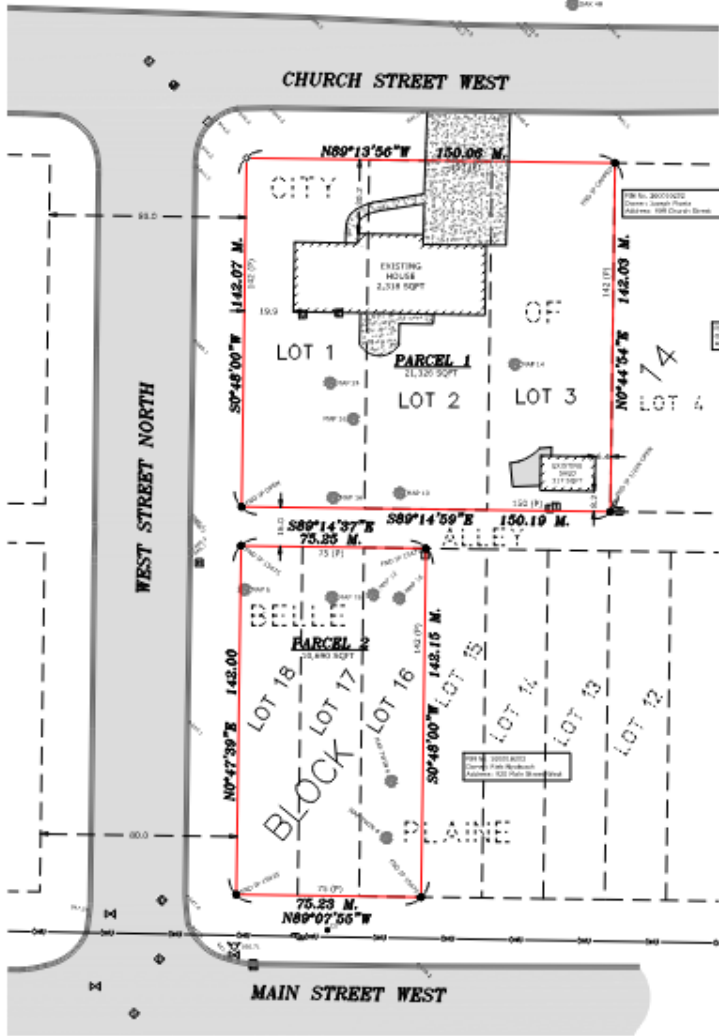
PROPOSED PARCEL 2 DESCRIPTION

Lots 16, 17, and 18, Block 14, City of Belle Plaine, Scott County, Minnesota.

**ATTACHMENT C
PROPOSED ADMINISTRATIVE SUBDIVISION**

ADMINISTRATIVE SUBDIVISION

~for~ Kubes Realty
~of~ 919 CHURCH Street West
Belle Plaine, MN 56011



LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 45356/52705
- DENOTES CATCH BASIN
- DENOTES CABLE PEDESTAL
- DENOTES ELECTRICAL BOX
- DENOTES EXISTING SPOT ELEVATION
- DENOTES FIBER OPTIC BOX
- DENOTES HAND HOLE
- DENOTES SANITARY SEWER MANHOLE
- DENOTES STORM SEWER MANHOLE
- DENOTES TELEPHONE PEDESTAL
- DENOTES HYDRANT
- DENOTES WATER VALVE
- (P) DENOTES PLATTED DISTANCE
- M DENOTES MEASURED DISTANCE
- DENOTES BUILDING SETBACK LINE
- DENOTES BITUMINOUS SURFACE
- DENOTES CONCRETE SURFACE
- DENOTES ADJACENT PARCEL OWNER INFORMATION (PER SCOTT COUNTY TAX INFORMATION)

NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 11/18/25.
- Bearings shown are on an assumed datum.
- Parcel ID Number: 200010201.
- Curb shots are taken at the top and back of curb.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.

LEGAL DESCRIPTION OF RECORD

Lots One (1), Two (2), and Three (3), Block Fourteen (14), Borough of Belle Plaine, Scott County, Minnesota, according to the plat thereof on file and of record in the office of the Register of Deeds in and for county and state.

And
Lots 16, 17, and 18, Block 14, City of Belle Plaine, Scott County, Minnesota.

PROPOSED PARCEL 1 DESCRIPTION

Lots 1, 2, and 3, Block 14, City of Belle Plaine, Scott County, Minnesota.

PROPOSED PARCEL 2 DESCRIPTION

Lots 16, 17, and 18, Block 14, City of Belle Plaine, Scott County, Minnesota.

E. G. RUD & SONS, INC.
EST. 1917
Professional Land Surveyors
990 5th Ave SE, Suite 2
Hutchinson, MN 55350
Tel. (320) 587-2025
www.egrud.com

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

Kurt D. Nelson
KURT D. NELSON
Date: 11/19/2025 License No. 45356

NO.	DATE	DESCRIPTION	BY
1			
2			
3			



MEMORANDUM

Planning and Zoning Commission

DATE:	February 9, 2026
FROM:	Cynthia Smith Strack, Community Development Director
AGENDA ITEM:	2050 Comprehensive Plan Update (CPU)
BACKGROUND:	<p>This is a follow-up to the January 20 joint work session with Council. The Council reviewed the CPU again during the February 2 work session. A memo is attached with links to reference materials and the current working budget sheet for the update.</p> <p>The Council will continue its discussion on community engagement parameters. The Council reached consensus that it does not intend to pursue a reduction in the growth allocation. The Council is also considering additional discussion on the advantages and disadvantages of participation in the Metropolitan Council, while recognizing that participation is currently required under state law.</p>
ACTION:	For information only.
SIGNATURE:	



MEMORANDUM

DATE:	February 2, 2026
FROM:	Cynthia Smith Strack, Community Development Director
AGENDA ITEM:	2050 Comprehensive Plan Update
BACKGROUND:	<p>The Council ordered the 2050 Comprehensive Plan Update be placed on the February 2nd work session. For orientation, here is a link to the (current) 2040 Comprehensive Plan.</p> <p>Council requested a list of minimum requirements be provided prior to the meeting so they could discuss. In addition, staff has follow up from the Metropolitan Council regarding growth projections.</p> <ol style="list-style-type: none"> 1. Regulatory information: The 2050 update is required by state law. Belle Plaine must follow the Metro Council's regional planning rules, they are not optional or voluntary. Mn. Stat. §473.123 created the Metropolitan Council, Powers are defined starting at §473.129. Requirements for the Metro Council's regional and systems plans begin with §473.145. Mn. Stat. §473.851-473.871 contain specific mandates for local (city) comprehensive plans. Local comprehensive plan requirements cross reference with city planning powers/requirements contained in Mn. Stat. §462.351-462.364. 2. A detailed checklist is attached. It outlines everything the City has to include in its 2050 Comprehensive Plan to meet the Met Council's legal & policy rules. It walks through each major planning element: land use, housing, transportation, wastewater, water supply, surface water, parks, climate, natural systems, and implementation. It specifies the data, maps, analyses, policies, & tables the City must provide. It serves as a guide for preparing the plan and a tool to ensure Belle Plaine's long-range plan aligns with regional forecasts, infrastructure systems, environmental protections, and equity goals through the year 2050. 3. The project budget will continue to be refined. Two years ago, for capital planning purposes we chose to use \$200,000 for the project as a placeholder in the financial management plan. We have not budgeted all of that yet. A range of \$200-250K is perceived worst case scenario. We use a "placeholder" to start "saving" for the major expense in advance of knowing specific details. Moving parts include: whether or not the Metropolitan Council will provide grants, amount of grant if provided, additional legislative mandates, consultant cost/availability, staff capacity/availability, traffic modeling (county driven), extent of update city desires, and amount of community engagement desired. Budget summary is attached. 4. A PZC member asked Met Council representatives about the community's growth forecasts. The question indicated a belief that the forecasts might be higher than necessary and could potentially be adjusted. Met Council staff followed up after the meeting and responded by noting that projected growth could likely be redistributed within the region. Staff is not recommending a change to Belle Plaine's share of regional growth at this time, but this remains a policy choice for the Council. If the Council is interested in exploring a lower growth scenario by reallocating a portion of Belle Plaine's projected growth elsewhere, staff suggests holding a dedicated work session to review the implications. In response to the PZC member's question, Met Council Demographer Todd Graham outlined two primary factors contributing to the current growth projections: <ol style="list-style-type: none"> A. The major reason is: Rural centers are beyond the developing edge of the main block of urbanized development. <i>Rural centers absorb growth that is spilling out of that main block</i>. I see in our results that the suburban and suburban edge communities are filling up their identified land supplies (i.e. 2040 Plan land supplies) in the final decade so the spillover accelerates. B. Another minor reason: The advancement of the developing edge of the region – westward, southward, etc. brings more stuff into proximity of Belle Plaine. As decades progress, the metro region is growing toward it.
ACTION:	Council requested this item be placed on work session agenda.

2050 Comprehensive Plan Update

Task and Responsibility Matrix with Preliminary Costing

	WORK BREAKDOWN STRUCTURE	TASK RESPONSIBILITY (LEAD)	TASK RESPONSIBILITY (SUPPORT)	CONSULTING ASSISTANCE	STAFF HOUR DEMAND ESTIMATE*	STAFF IN KIND ESTIMATE	EXPENSE PLACE HOLDER	GRANT**	BUDGET PLACE HOLDER (MOVING TARGET)
1	Plan update staff liaison to Metro Council regarding plan update, review, and acceptance	CDD	Asst. CDD CD Office Asst		98	\$ 4,875.00	\$ 4,875.00		
2	Manage document production, layout, content organization	CDD	CD Office Asst		85	\$ 4,225.00	\$ 4,225.00		
3	Facilitate meetings with plan advisory group(s)***	CDD	Asst. CDD		137	\$ 8,190.00	\$ 8,190.00		
4	Facilitate community engagement plan including visioning, goal setting, and public comment with input from a variety of stakeholder profiles. Manage input data.****	CDD	Asst. CDD CD Office Asst	\$ 50,000.00	195	\$ 11,700.00	\$ 61,700.00	\$ (20,000.00)	\$ 30,000.00
5	Develop/administer communications plan for update	CDD	Asst. CDD CD Office Asst		52	\$ 2,600.00	\$ 2,600.00		
6	GIS mapping	CDD	Asst. CDD	\$ 10,000.00	65	\$ 3,900.00	\$ 13,900.00		\$ 10,000.00
7	Update demographic, community, and physical resource profiles	CDD	Asst. CDD CD Office Asst		46	\$ 2,730.00	\$ 2,730.00		
8	Update community health/wellness plan	CDD	Asst. CDD		36	\$ 2,145.00	\$ 2,145.00		
9	Update land use plan	CDD	Asst. CDD	\$ 10,000.00	423	\$ 25,350.00	\$ 35,350.00		\$ 10,000.00
10	Update housing plan	CDD	Asst. CDD	\$ 5,000.00	150	\$ 8,970.00	\$ 13,970.00		\$ 5,000.00
11	Update transportation plan	CDD	Asst. CDD	\$ 40,000.00	137	\$ 8,190.00	\$ 48,190.00	\$ (10,000.00)	\$ 30,000.00
12	Update parks, trails, and recreation plan	CDD	Asst. CDD CD Office Asst		52	\$ 3,120.00	\$ 3,120.00		
13	Update water resources element and components(storm/surface/groundwater, drinking water, and sanitary)	CDD	Asst. CDD	\$ 75,000.00	39	\$ 2,340.00	\$ 77,340.00	\$ (20,000.00)	\$ 55,000.00
14	Update economic competitiveness plan	CDD	Asst. CDD		59	\$ 3,510.00	\$ 3,510.00		
15	Update implementation plan	CDD	Asst. CDD		49	\$ 2,925.00	\$ 2,925.00		
16	Coordinate distribution of plan to 14 adjacent jurisdictions for review and receive/process comments				137	\$ 6,825.00	\$ 6,825.00	\$ (4,000.00)	\$ (4,000.00)
17	Plan revisions	CDD	Asst. CDD CD Office Asst	\$ 15,000.00	98	\$ 4,875.00	\$ 19,875.00		\$ 15,000.00
18	Coordinate required public hearings and submittal to Metro Council for authorization to place into effect	CDD	Asst. CDD CD Office Asst		14	\$ 715.00	\$ 715.00		
19	Assemble final plan for distribution	CDD	Asst. CDD CD Office Asst		14	\$ 715.00	\$ 715.00		
20	Distribute plan	CDD	Asst. CDD CD Office Asst		3	\$ 136.50	\$ 136.50		
				\$ 205,000.00	1884	\$ 108,036.50	\$ 313,036.50	\$ (54,000.00)	\$ 151,000.00

* Based on hours/week (or fraction) over 30 months; avg. wkly dept work demand = 14.5 hrs

** Potentially available grant(s) from Met Council (i.e. small city, early submittal, and advancing regional goal)

***Does not include additional meeting per diem

****Professional statistically valid survey (optional); Community engagement professional



MEMORANDUM

Planning and Zoning Commission

DATE:	February 9, 2026
FROM:	Cynthia Smith Strack, Community Development Director
AGENDA ITEM:	PZC Roles and Responsibilities
BACKGROUND:	We have a few new members joining us this year. In an effort to help everyone start the year from the same point we will review roles/responsibilities. New members will receive information on a USB drive at the meeting. The information includes documents pertinent to your role as PZC member and background information. We will review roles and responsibilities at the meeting.
ACTION:	For information only.
SIGNATURE:	<i>Cynthia Smith Strack</i>

BELLE PLAINE PLANNING COMMISSION

AT-A-GLANCE



What the Planning Commission Is

- The City's official Planning Agency under Minn. Stat. 462.354
- Advisory body to the City Council
- Reviews applications, prepares ordinances, and conducts hearings
- Five appointed citizen members + one non-voting Council liaison
- Uses Robert's Rules of Order

Levels of Discretion



High discretion: Comprehensive Plan updates, long-range planning

Moderate discretion: Creating ordinances and policies

Low discretion: Administering existing ordinances

No discretion: Building codes

Key Tools & References



- Comprehensive Plan
- Zoning Ordinance & Official Zoning Map
- Subdivision Ordinance



Helpful Tips for Commissioners

- Review each request carefully and tie decisions to standards
- Make findings specific and fact-based
- Build a complete record (application, memos, notices, minutes, testimony)
- Ask questions and listen actively

Core Functions

Planning



- Implements and updates the Comprehensive Plan
- Guides growth, development, and redevelopment

Legislative



- Reviews and updates zoning and subdivision ordinances
- Prepares code amendments with staff

Regulatory



- Reviews:
 - Conditional Use Permits
 - Variances
 - Rezoning & text amendments
 - Site plans
 - Appeals

Common Topics You'll See



- Conditional Use Permits: Public hearing required; run with the land
- Interim Use Permits: Time-limited
- Variances: Must meet "practical difficulty" test
- Non-Conforming Uses: "Grandfathered" rights
- Spot Zoning: Avoid preferential, isolated rezoning
- 60-Day Rule: State-mandated processing timeline

- Public hearings present facts — not debates
- Separate people from the problem; use fair process
- Manage conflict with calm, clarity, and boundaries

PZC Roles & Responsibilities



Organization

- PZC is City's designated "Planning Agency" under Mn. Statute
- The Planning Commission operates in an advisory capacity, holds hearings, prepare ordinances, hear application requests, and hear appeals, but its role is to make recommendations to the Council.
- Five voting members who are non-elected citizens; Council liaison is non-voting; up to two alternates
- Meetings follow Robert's Rules Of Order and are regularly held on the second Monday of each month at 6:00 p.m. in the Council Chambers



Operations

- Advise City Council
- As directed, review the Comprehensive Plan and local controls adopted to implement the comprehensive plan
- Hold public hearings & make recommendations on zoning matters
- Hold public hearings, review & make recommendations on plats/subdivisions
- Serve as the Board of Appeals and Adjustments, but Council makes final decisions



Being a Planning Commissioner Is Tough!



PC Functions (Advisory)



Help establish & achieve a vision: A perpetually sustainable, complete, and livable City for all people, seasons, and generations



As directed and requested: help craft ordinances and enact regulations that move us toward our vision and help respond to changes and new things



As provided for under code, apply ordinances and rules to specific requests and situations in fulfillment of the vision

Tools of the Trade

COMPREHENSIVE PLAN

- Destination 2040
- Updated every ten years
- Metro Council driven

ZONING ORDINANCE

- Map & text
- Divides city in zones
- Signs, parking, storage, landscaping
- Administrative

SUBDIVISION ORDINANCE

- Changing property boundaries
- Plat review
- Municipal improvements
- Parks

Be familiar with but no need to memorize
On USB for new members



Destination 2040 Comprehensive Plan

Zoning
Ordinance

Subd.
Ordinance

Environ.
Regs

(local controls)

Good Planning Can

Legislative
Authority
Mn. Stat.
462.351

- Result in safer, more pleasant & more economical community atmosphere
- Promote public health, safety, and welfare
- Help achieve a secure tax base
- Develop harmony as city builds out
- Develop harmony in city plans
- Develop land more wisely to serve citizens more effectively



Planning

- Future
- Big Picture
- Visionary
- Recommend
- Process
- General
- Determines

Zoning

- Now
- Narrow Focus
- Regulatory
- Require
- Procedure
- Specific
- Define



Zoning

Conditional use permit
Variance
Rezoning
Non-conform. expans.
PUD
Site plan

Subdivision

Plats
Lot splits
Lot combinations

Building

Building code is not PZC issue; no 'variance' options; Bldg Official is licensed, not city (like POST)



**Local
Discretionary
Authority**

Comprehensive Planning

Zoning & Subdivision

Site Plan

**Building
Permit**

A closer look: CUP

- City is divided into various zoning districts (residential, commercial, industrial)
- Each zone has 'permitted uses' and 'conditional uses'
- Conditional uses require public hearing & City Council approval before allowed
- Not thumbs up or down vote; applicants have right to establish
- Public hearing = comment from adjacent property owners & general public
- "Interim use permit" issued similar to CUP but can be 'sunset'
- CUP run with the property (not the owner), but IUP can have a specific ending date established in the permit

A closer look: Variances

- A variance from existing established measurable standards (lot size, setback, building height, surface coverage, etc) may be requested by owners of property
- Can't consider a variance to a 'use' of property
- Yes or no vote
- Must establish facts that illustrate a 'practical difficulty' as defined by Minn. Stat. 462.357; can't just be something a property owner wants to do

A closer look: Non-Conformance

- Properties or uses become non-compliant due to code change
- "Grand-fathered In" = legal non-conforming status
- An undeveloped lot, a structure on a lot, or a use of property may have legal non-conforming rights
- Legal non-conforming allowed to continue until: non-conformity is changed, if use vacant for 12+ months, destroyed by fire or natural cause and no bldg permit issued within six months.
- Property owner bears burden of showing why and to what extent they are 'grand-fathered'
- Local jurisdictions define what 'expansion' of NC is
- We offer non-conformance expansion permit flexibility; e.g. non-conforming setback may be extended but not intensified

A closer look: other fun stuff

- Spot zoning:
 - Preferential treatment of a parcel e.g. rezoning a single parcel in the midst of a residential neighborhood to industrial
 - Viewed as piece-meal zoning as opposed to planned zoning
 - History of being struck down by courts
- 60 Day Rule (Mn Stat 15.66)
 - Cities have 60 days to process most requests following a complete application - plat review timeline is different
 - If not acted upon or deadline extended for qualifying reason request is automatically approved
 - City uses specific forms; if not complete applicant notified in writing w/in 15 business days of what is needed for app to be considered complete

A closer look: open meeting law

- When a public body meets it must:
 - Provide advance notice
 - Allow public to attend
- Prohibit secret meetings
- Protect public's right to
 - Be fully informed
 - Detect improper influence
 - Present its views
- Assumption is all meetings are open

A closer look: data practices law

- Assumes data is public
- Regulates collection, creation, storage, maintenance, dissemination, and access to government data
- Applies to planning commissions, advisory boards, HRA, EDA, etc.
- All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use

A closer look: conflict of interest

- “Conflict” is murky. Very few definitive lines; rule of thumb newspaper headline or smell test
- Direct financial benefit
- No “gifts” i.e. money, property (real or personal), a service, a loan, debt forgiven, promise of future employment, etc. \$5
- Applies to planning commissions, advisory boards, HRA, EDA, etc.
- Recusal from votes - e.g. ROSE loan, planning request
- LMC packet on conflict of interest on USB

Decision Boundaries (Not in Bubble)

- Metro Council oversight, affordable hsg & density rqmts
- Zoning entitlements
- Planned land use, growth staging, capital improvement plans
- Past Council philosophy, in general
 - Interest in continuing to grow
 - Open to density
 - Open to things - e.g. tiny homes
 - Corridor aesthetics are important, mixed
 - Outdoor storage - most think current standard are ok

Planning Can Be Controversial

Default notion is all situations are the same (e.g. all grand-fathering) when in reality every situation is different

It's complicated - not just one section or standard applies; several interact

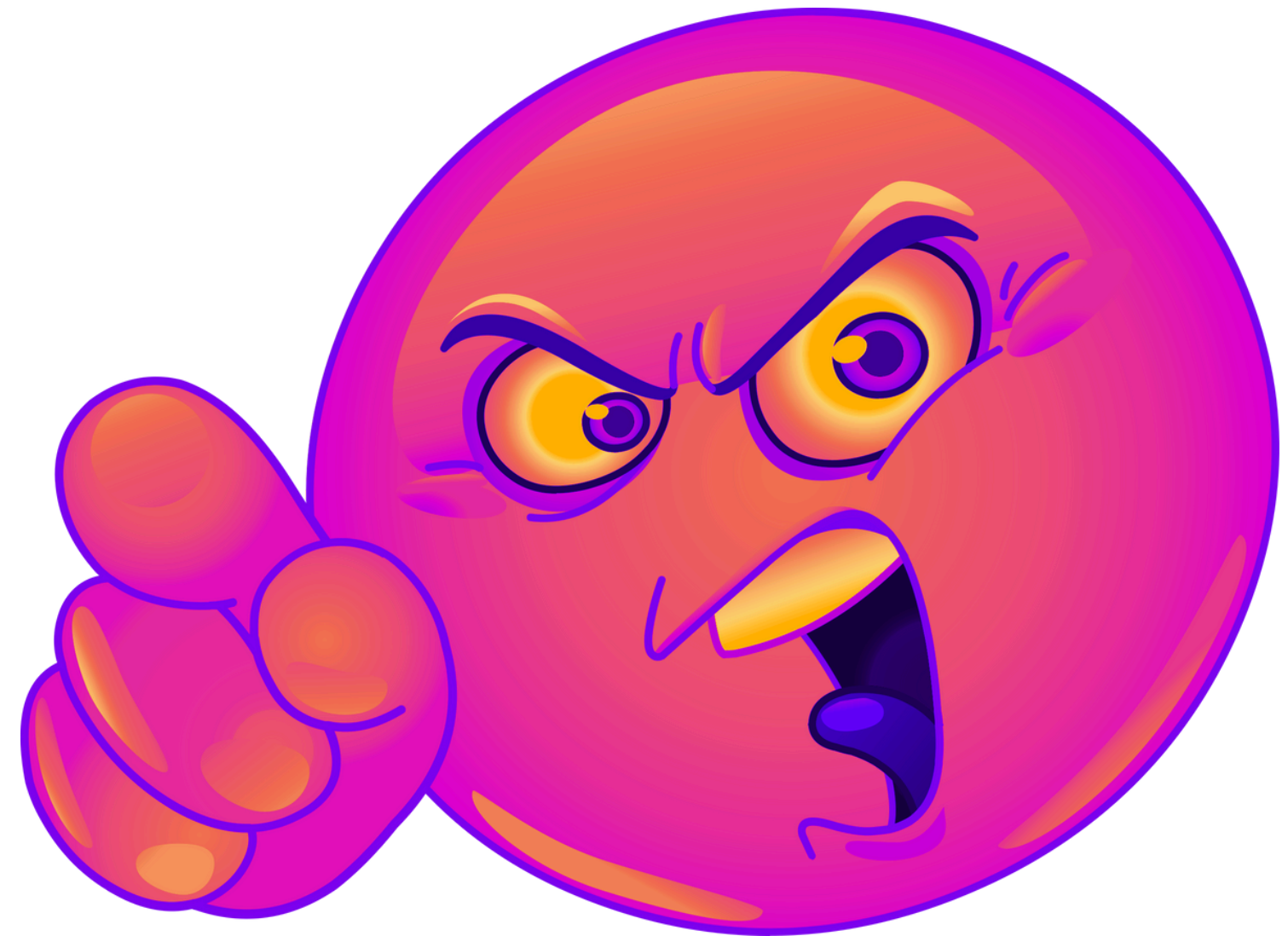
Involves matters with large emotional stakes, especially in cases of "I want to"

Planning decisions are very visible

Encourages, mostly requires public participation

Citizens think they are "experts"

Decisions may involve large financial consequences



Helpful Hints & Tips

You aren't expected to be an expert; know what you don't know and be ok with that

Remember every request is unique – carefully review what is being proposed and how it relates to relevant standards including future land use, zoning ordinance, and other ordinances.

Decisions are based on findings of fact should be specific and relate to the pertinent application and code standards - if based on opinions then the city & you are open to litigation

Build a record for each request: application materials, citations of relevant standards, staff memos, any/all correspondence relating to the request, written comments relating to the request, minutes of the hearing (including references to oral testimony provided during the hearing), records of mailed and published hearing notices, resolutions or orders stating specific action and findings. If an issue is litigated the litigation is based on the record – did you follow the prescribed process is key to favorable outcomes.

Ask questions – to staff, to the applicant, to other members – just ASK

Listen – physically and mentally.

Conflict of interest - recuse yourself from discussion (conflict actual vs perceived - newspaper test)

Helpful Hints & Tips

Public hearings are for presenting facts, they are not debates

During public meetings, the public addresses meeting moderator who determines how questions are handled; staff doesn't respond directly to public if asked questions but does so when they are referred to staff by the moderator

Remember reasonable people can disagree: separate people from the problem, get to the facts, use a fair process, remain open to being persuaded, recognize the 'good' along with the 'bad', and avoid 'us vs. them' mentality

Dealing with irate citizens or packed hearings:

1. The Chair should inform all present of the process
2. Comment period for each person may be limited to a reasonable time period (five minutes)
3. You adjudicate based on facts, not opinions; otherwise increase potential for litigation
4. PC members should listen to public comment and wait to discuss the issue until the public has been heard

Diffuse conflict by: active listening (ask questions to clarify the issue), avoid being defensive, restate the issue to show understanding, don't make promises you can't honor or that rely on actions of others, and, if you agree to take action do so in a timely manner

Remember, you don't need to tolerate threats or improper behavior, call it what it is and leave the room.

It's a Balancing Act



Public Interest vs Specific Interest

Questions & Comments

Thank you

For Serving As A Commissioner



MEMORANDUM

Planning and Zoning Commission

DATE:	February 9, 2026
FROM:	Cynthia Smith Strack, Community Development Director
AGENDA ITEM:	Director's Update
REPORT:	<p>Design Committee The Design Committee did not meet in February.</p> <p>EDA The EDA will meet on February 9th.</p> <p>Other</p> <ul style="list-style-type: none">• 2050 Comprehensive Plan update• SCALE Tech Team meeting• Leading Economic Transformation (LET) Program• Presented at Chamber annual retreat• Zoning information/assistance to three commercial entities• Business check ins with five businesses• Facilitate sale of city property• Code review (zoning) assistance for building/zoning permits• City communications• Survey research• Met Council research• New committee member orientation & orientation packets• Met with County re: HRA programs• Panel to review RFI Scott County Housing and Commercial/Industrial Studies• Compile information conduit bonding• 2026 Business Gala – Tuesday February 24th
SIGNATURE:	