

MINUTES OF THE PROCEEDINGS OF THE PLANNING COMMISSION OF THE CITY OF CHAMPLIN IN THE COUNTY OF HENNEPIN AND THE STATE OF MINNESOTA PURSUANT TO DUE CALL AND NOTICE THEREOF

REGULAR SESSION
NOVEMBER 21, 2016
CITY COUNCIL CHAMBERS

CALL TO ORDER THE CHAMPLIN PLANNING COMMISSION MET IN REGULAR SESSION AND WAS CALLED TO ORDER BY CHAIRPERSON R.J. THIEL AT 7:00 P.M.

ROLL CALL PRESENT WERE: CHAIRPERSON THIEL, COMMISSIONERS MATT BOLTERMAN, DAVID BOUCHARD, DAN COSTELLO, TIM LACROIX, KATHY MANEMANN, MICHAEL PETERSON, AND NATE TRUESDELL. ABSENT: COMMISSIONER STEPHANIE BITTERMAN. ALSO PRESENT WAS CITY PLANNER SCOTT SCHULTE.

ROLE OF THE COMMISSION CHAIRPERSON THIEL BRIEFLY REVIEWED THE ROLE OF THE COMMISSION.

APPROVAL OF AGENDA (NOVEMBER 21, 2016) MOTION APPROVED
MOTION BY COMMISSIONER COSTELLO AND SECONDED BY COMMISSIONER MANEMANN TO APPROVE THE AGENDA OF THE NOVEMBER 21, 2016 PLANNING COMMISSION MEETING AS PRESENTED. ALL VOTED IN FAVOR AND THE MOTION CARRIED.

APPROVAL OF MINUTES (OCTOBER 17, 2016) MOTION APPROVED
COMMISSIONER COSTELLO NOTED THAT HIS NAME WAS LISTED AS DAVID AND SHOULD BE DAN.

COMMISSIONER BOUCHARD NOTED THAT HIS NAME WAS SPELLED WRONG ON THE SECOND PAGE. HE STATED THAT THE STATUS OF THE DRIVE-THRU AND DRIVE-THRU WINDOW WAS MENTIONED AND SHOULD ALSO BE INCLUDED.

MOTION BY COMMISSIONER BOUCHARD AND SECONDED BY COMMISSIONER TRUESDELL TO APPROVE THE MINUTES OF THE OCTOBER 17, 2016, PLANNING COMMISSION MEETING AS AMENDED. ALL VOTED IN FAVOR AND THE MOTION CARRIED. ABSTAINED: COMMISSIONERS BOLTERMAN, COSTELLO AND LACROIX.

OPEN FORUM ARMAND NELSON STATED THAT HE IS OUTGOING MAYOR OF CHAMPLIN AND WANTED TO THANK THE COMMISSION FOR THEIR SERVICE TO THE COUNCIL AND THE RECOMMENDATIONS THAT THEY BRING TO THE COUNCIL. HE NOTED THAT MOST OF THE RECOMMENDATIONS FROM THE COMMISSION ARE ACCEPTED AS THE COMMISSION GIVE THOROUGH THOUGH TO THEIR RECOMMENDATIONS.

CHAIRPERSON THIEL THANKED MAYOR NELSON FOR HIS YEARS OF SERVICE TO THE COMMUNITY.

PUBLIC HEARINGS
PROJECT 2016-24: THE RESERVE AT ELM CREEK PLANNED UNIT DEVELOPMENT (PUD) AMENDMENT: GONYEA COMPANIES AND JONATHAN HOMES; REQUEST TO AMEND THE RESERVE AT ELM CREEK PUD REVISING SIDE YARD SETBACK REQUIREMENTS FOR CERTAIN LOTS
THE CITY PLANNER PRESENTED A REQUEST FROM GONYEA AND JONATHAN HOMES FOR THE RESERVE AT ELM CREEK SUBDIVISION, WHICH WAS APPROVED IN 2015. HE STATED THAT THE DEVELOPMENT IS WELL UNDERWAY AND GOING WELL. HE STATED THAT THE PUD INCLUDES VARIOUS ASPECTS AND DETAILS OF THE PROJECTS, INCLUDING LOT AND SETBACK VARIANCES. HE STATED THAT ONE PARTICULAR WAS TO SET THE MINIMUM SIDEYARD SETBACK AT SEVEN FEET, WHICH WAS ADVOCATED BY THE DEVELOPER AND BUILDER. HE STATED THAT THE DISTINCTION IS THAT THE CODE ALLOWS FIVE AND TEN FEET, DEPENDENT ON THE SIDE OF THE HOME. HE STATED THAT THERE ARE SOME LOTS THAT HAVE STORM SEWER THAT RUNS DOWN THE COMMON LOT LINE AND THE DRAINAGE AND UTILITY EASEMENTS ARE LARGER THAN TYPICAL, 20 FEET IN SOME CASES. HE NOTED THAT ADDITIONAL DETAILS ARE INCLUDED IN THE COMMISSION PACKET. HE STATED THAT THE DEVELOPER IS REQUESTING SETBACKS OF FIVE FEET FOR THE GARAGE AND TEN FEET FOR THE HOME SIDE, WHICH WOULD MEET THE REQUIREMENTS OF THE CITY BUT IS DIFFERENT THAN WHAT IS SPECIFIED IN THE PUD. HE STATED THAT STAFF BELIEVES THAT THIS CHANGE WILL MATCH WITH THE CITY CODE AND WILL ALSO ALLOW THE HOME PRODUCT TO FIT ON THE CONSTRAINED LOTS.

PUBLIC HEARING

CHAIRPERSON THIEL OPENED THE PUBLIC HEARING AT 7:09 P.M.

NO COMMENTS.

MOTION

MOTION BY COMMISSIONER COSTELLO AND SECONDED BY COMMISSIONER BOUCHARD TO CLOSE THE PUBLIC HEARING. ALL VOTED IN FAVOR AND THE MOTION CARRIED.

THE PUBLIC HEARING WAS CLOSED AT 7:10 P.M.

CHAIRPERSON THIEL STATED THAT THERE WERE SOME COMMENTS FROM COMMISSIONERS REGARDING THE DRAINAGE AND UTILITY EASEMENT AT THE FIRST REVIEW. HE CONFIRMED THAT THIS WOULD SIMPLY BRING THE STANDARD INTO THE TYPICAL CITY STANDARD IN SOME INSTANCES.

THE CITY PLANNER EXPLAINED THAT ORIGINALLY THE DEVELOPER PROPOSED TO INSTALL REAR YARD STORM SEWER ON A LOT OF THE LOTS, WHICH WAS DESIGNED TO CONVEY THE STORM SEWER TO THE STORAGE PONDS. HE STATED THAT THE CITY CONCERN WAS REGARDING ONGOING MAINTENANCE AND ACCESS. HE STATED THAT THE SIDE YARD STORM SEWER WAS DEVELOPED TO SOLVE THAT PROBLEM AND THAT ADJUSTMENT DID NOT TRANSLATE TO THE LOT BOUNDARIES AND THE CHANGE WAS MADE LATE IN THE GAME. HE STATED THAT STAFF FEELS THAT THE CHANGE WILL NOT CHANGE THE CHARACTER OF THE NEIGHBORHOOD.

COMMISSIONER COSTELLO ASKED IF THERE IS CONCERN REGARDING LIABILITY FOR THE CITY FOR HOMEOWNERS THAT WERE COUNTING ON THE SEVEN FOOT SETBACK FROM THEIR NEIGHBOR AND IT WILL NOW BE REDUCED TO FIVE FEET.

THE CITY PLANNER EXPLAINED THAT THE IMPACTED PART OF THE DEVELOPMENT IS UNDEVELOPED AND THEREFORE THE BUYER WILL BE AWARE OF THE SETBACKS PRIOR TO PURCHASING THEIR HOME.

COMMISSIONER BOUCHARD STATED THAT IT SEEMS REASONABLE TO MOVE TO THE CITY STANDARD. HE ASKED IF THE STANDARD WOULD BE DEFINED ROUND BY ROUND, LOT BY LOT.

THE CITY PLANNER NOTED THAT IT WOULD ONLY APPLY TO SPECIFIC LOTS WITH THE SIDE YARD DRAINAGE AND UTILITY EASEMENT.

COMMISSIONER LACROIX STATED THAT OBVIOUSLY, THEY WOULD UTILIZE THE SMALLER SETBACK ON THE GARAGE SIDE AND ASKED IF THERE WOULD BE AN ISSUE WITH THE ORIENTATION OF THE HOMES.

THE CITY PLANNER STATED THAT THERE WILL BE ENOUGH VARIETY BUT CONFIRMED THAT SOME INSTANCES WILL BE FORCED GARAGE TO GARAGE.

MOTION

MOTION BY COMMISSIONER MANEMANN AND SECONDED BY COMMISSIONER LACROIX TO RECOMMEND THAT THE CITY COUNCIL APPROVE THE AMENDMENT TO THE RESERVE AT ELM CREEK PUD AMENDMENT. ALL VOTED IN FAVOR AND THE MOTION CARRIED. ABSTAINED: COMMISSIONER PETERSON.

THE CITY PLANNER NOTED THAT THIS ITEM WILL MOVE TO THE CITY COUNCIL ON NOVEMBER 28, 2016.

PROJECT 2016-25: ELM CREEK PUD AMENDMENT: EGAN COMPANIES; REQUEST TO AMEND THE ELM CREEK PUD ALLOWING

THE CITY PLANNER STATED THAT EGAN COMPANIES MOVED INTO THE LONG TIME VACANT SPACE AND EGAN HAS INVESTED A LOT OF DOLLARS INTO IMPROVEMENTS AND ENHANCEMENTS ON THE SITE. HE REFERENCED THE HVAC SYSTEM, NOTED THAT ONCE IT WAS INSTALLED IT WAS EVIDENT THAT THE ROOFTOP EQUIPMENT WAS VISIBLE FROM THE ADJACENT ROADWAY. HE NOTED THAT THE CITY CODE REQUIRES THAT THE EQUIPMENT BE SCREENED FROM ANY ADJACENT ROADWAY. HE STATED THAT A STUDY WAS DONE TO DETERMINE THE HEIGHT THAT WOULD BE NEEDED TO

UNSCREENED
ROOFTOP
MECHANICAL
EQUIPMENT

SCREEN THE EQUIPMENT. HE STATED THAT TO LESSEN THE IMPACT THE EQUIPMENT WAS PAINTED AND STAFF AND THE APPLICANT INVESTIGATED ALTERNATIVE SCREENING OPTIONS. HE STATED THAT IN ORDER TO SCREEN THE EQUIPMENT A SIGNIFICANT INVESTMENT WOULD BE NEEDED AND IT WOULD NOT BE AESTHETICALLY PLEASING. HE STATED THAT THE APPLICANT IS REQUESTING TO AMEND THE EXISTING PUD. HE STATED THAT THE EXISTING BUILDING WAS IN NEED OF THE UPDATED HVAC AND THERE ARE STRUCTURAL LIMITATIONS OF THE BUILDING. HE STATED THAT THE COST IS ESTIMATED OVER \$100,000. HE STATED THAT STAFF SUPPORTS THE REQUEST FROM EGAN WITH THE CONDITIONS NOTED IN THE STAFF REPORT.

PUBLIC HEARING

CHAIRPERSON THIEL OPENED THE PUBLIC HEARING AT 7:22 P.M.

DUANE HENDRICKS, COO OF EGAN COMPANIES, STATED THAT THEY MOVED INTO THE SITE IN APRIL 2016 AND EMPLOYEE ABOUT 170 PEOPLE AT THE FACILITY. HE STATED THAT THEY HAVE OVERSPENT THEIR BUDGET SIGNIFICANTLY. HE STATED THAT THEY WOULD APPRECIATE THE CONSIDERATION OF THE COMMISSION TO ALLOW THE HVAC EQUIPMENT TO CONTINUE, AS ADDITIONAL SCREENING WOULD HAVE AN ADDITIONAL COST AND WOULD ATTRACT THE EYE MORE.

MOTION

MOTION BY COMMISSIONER PETERSON AND SECONDED BY COMMISSIONER BOUCHARD TO CLOSE THE PUBLIC HEARING. ALL VOTED IN FAVOR AND THE MOTION CARRIED.

THE PUBLIC HEARING WAS CLOSED AT 7:23 P.M.

CHAIRPERSON THIEL CONFIRMED THAT THE EQUIPMENT IS PAINTED THE SAME COLOR AS THE BUILDING.

COMMISSIONER TRUESDELL STATED THAT HE DRIVES BY THE BUILDING TWICE PER DAY AND DID NOT NOTICE THE EQUIPMENT ON THE ROOFTOP.

COMMISSIONER BOUCHARD STATED THAT THE CITY IS PLEASED TO HAVE THE COMPANY AND IT IS APPARENT THAT THE COMPANY IS ATTEMPTING TO WORK WITH THE CITY. HE DID NOT WANT TO ADD ADDITIONAL SCREENING THAT WOULD MAKE IT LOOK WORSE. HE STATED THAT SOMETIMES PEOPLE PAINT THE EQUIPMENT TO MATCH THE SKYLINE RATHER THAN THE BUILDING. HE NOTED THAT HE WOULD SUPPORT THE APPLICANT'S REQUEST BUT SIMPLY WANTED TO PROVIDE ANOTHER OPTION.

COMMISSIONER PETERSON ASKED IF THE FENCING SERVES ANY PURPOSE OTHER THAN AESTHETICS.

THE CITY PLANNER STATED THAT THE SCREENING SIMPLY MEETS REQUIREMENTS FOR SCREENING AND HAS NO OTHER PURPOSE. HE STATED THAT TYPICALLY THIS COMES INTO PLAY WITH NEW CONSTRUCTION, WHEREAS THIS IS A RETROFIT OF THE EXISTING BUILDING. HE NOTED THAT THE NEW EQUIPMENT PROVIDES EFFICIENCY TO THE BUSINESS.

COMMISSIONER COSTELLO ASKED WHEN THE ROOFTOP UNITS WERE INSTALLED.

MR. HENDRICKS REPLIED THAT THE ROOFTOP UNITS WERE INSTALLED IN JANUARY. HE STATED THAT THE OFFICE ORIGINALLY HAD TEN OFFICES WHICH WERE REDESIGNED.

COMMISSIONER COSTELLO ASKED AND RECEIVED CONFIRMATION THAT THE CITY HAS NOT RECEIVED ANY COMPLAINTS SINCE THAT TIME. HE STATED THAT HE DOES NOT HAVE A PROBLEM WITH THE STAFF RECOMMENDATION AND NOTED THAT HIS ONLY CONCERN WOULD BE THAT THIS COULD SET A PRECEDENT.

THE CITY PLANNER STATED THAT STAFF FEELS THAT THROUGH THE PUD THE RATIONAL IS PROVIDED TO SUPPORT THIS CASE, AS IT IS A RETROFIT AND THE RATIONAL WOULD NOT DIRECTLY APPLY TO OTHER CASES.

COMMISSIONER MANEMANN ASKED IF STAFF WOULD BE MORE AWARE OF THE ROOFTOP EQUIPMENT WHEN OTHER COMPANIES GO THROUGH A RETROFIT.

THE CITY PLANNER EXPLAINED THAT TYPICALLY THE BUILDING OFFICIAL WOULD CATCH THAT BUT STAFF BELIEVED THAT THE EQUIPMENT WAS APPROPRIATELY SCREENED UNTIL AFTER THE FACT.

COMMISSIONER BOLTERMAN STATED THAT THIS MAKES SENSE AND ASKED IF THE ORDINANCE COULD BE UPDATED TO ADDRESS RETROFITS OF EXISTING BUILDINGS.

THE CITY PLANNER CONFIRMED THAT STAFF COULD REVIEW THE ORDINANCE TO DETERMINE IF ADJUSTMENTS SHOULD BE MADE.

COMMISSIONER BOLTERMAN NOTED THAT PAINTING COULD BE LISTED AS A METHOD OF SCREENING.

COMMISSIONER COSTELLO NOTED THAT IF THE ORDINANCE IS REVIEWED THERE SHOULD BE ROOM FOR JUDGEMENT AS WELL.

MOTION

MOTION BY COMMISSIONER COSTELLO AND SECONDED BY COMMISSIONER PETERSON TO RECOMMEND THAT THE CITY COUNCIL APPROVE THE AMENDMENTS TO THE ELM CREEK PLANNED UNIT DEVELOPMENT, SUBJECT TO THE FOLLOWING:

1. NO ADDITIONAL HVAC ROOFTOP UNITS ARE PERMITTED ON THE BUILDING THAT IS VISIBLE FROM THE ADJACENT STREET OR LOT LINE.
2. THE ROOFTOP SCREENING EXEMPTION ONLY APPLIES TO THIS SITE AT 11611 BUSINESS PARK BOULEVARD.

ALL VOTED IN FAVOR AND THE MOTION CARRIED.

COMMISSIONER COSTELLO THANKED EGAN FOR HOSTING THE EVENT FOR FEED MY STARVING CHILDREN, WHICH WAS HUGEY SUCCESSFUL.

MR. HENDRICKS STATED THAT THE ORGANIZATION IS STILL LOOKING FOR A SITE FOR 2017, NOTING THAT THE SITE WOULD HAVE SOME CONSTRAINTS NOW THAT IT IS FULLY IN USE. HE STATED THAT THEY ARE STILL WORKING OUT THE DETAILS BUT HE WOULD ALERT THE CITY IF THE EVENT IS GOING TO BE HELD AT THE SITE AGAIN IN 2017.

PROJECT 2016-23:
2017-2026 CAPITAL
IMPROVEMENT PLAN:
CITY OF CHAMPLIN;
REQUEST FOR
REVIEW AND
COMMENT ON THE CIP

THE CITY PLANNER STATED THAT THE CITY'S CAPITAL IMPROVEMENT PLAN FOR THE NEXT TEN YEARS WAS INCLUDED IN THE COMMISSION PACKET FOR REVIEW. HE EXPLAINED THAT THIS IS THE BEST GUESS FOR A GUIDE FOR THE CITY TO USE FOR PLANNING PURPOSES AND TO WORK IN CONJUNCTION WITH THE COMPREHENSIVE PLAN AND PLANNED PUBLIC IMPROVEMENTS.

PUBLIC HEARING

CHAIRPERSON THIEL OPENED THE PUBLIC HEARING AT 7:39 P.M.

NO COMMENTS MADE.

MOTION

MOTION BY COMMISSIONER PETERSON AND SECONDED BY COMMISSIONER BOUCHARD TO CLOSE THE PUBLIC HEARING. ALL VOTED IN FAVOR AND THE MOTION CARRIED.

THE PUBLIC HEARING WAS CLOSED AT 7:40 P.M.

CHAIRPERSON THIEL REFERENCED THE REVENUE FROM STORM WATER AND ASKED FOR ADDITIONAL DETAILS.

THE CITY PLANNER EXPLAINED THAT THERE IS A STORM WATER UTILITY CHARGE.

COMMISSIONER BOUCHARD ASKED FOR ADDITIONAL INFORMATION.

THE CITY PLANNER PROVIDED ADDITIONAL DETAILS ON THE T.H. 169 PROJECT. HE EXPLAINED THAT OUTSIDE FUNDING WAS RECEIVED AND THE DESIGN WORK IS BEING COMPLETED AT THIS TIME WITH THE PROJECT TO BEING IN THE LATE SUMMER/EARLY FALL OF 2017. HE PROVIDED SOME DETAILS OF THE PROJECT, NOTING THAT HIS HOPE WOULD BE THAT ONCE THE PLANS ARE FURTHER DEVELOPED THE COMMISSION WOULD BE INTRODUCED TO THE PROJECT MORE.

COMMISSIONER BOUCHARD ASKED FOR ADDITIONAL CLARIFICATION.

THE CITY PLANNER PROVIDED ADDITIONAL DETAILS ON THE PHASING OF THE MISSISSIPPI CROSSINGS DEVELOPMENT. HE STATED THAT FOR THE NEXT FEW YEARS THE INVESTMENT WILL OCCUR IN THIS AREA INCLUDING THE HIGHWAY AND THE MILL POND. HE EXPLAINED THAT IN ORDER TO SEEK GRANT FUNDS THE PROJECTS MUST BE INCLUDED IN THE CAPITAL IMPROVEMENT PLAN.

CHAIRPERSON THIEL STATED THAT FOR AT LEAST THE PAST FIVE YEARS CHAMPLIN HAS RECEIVED AN AWARD FOR FISCAL RESPONSIBILITY.

THE CITY PLANNER REFERENCED THE PAVEMENT MANAGEMENT PLAN AND NOTED THAT ABOVE YEAR FOUR THAT IT THE CITY'S BEST GUESS AND THEREFORE CHANGES MAY BE MADE DEPENDING ON THE CONDITIONS OF ROADWAYS.

COMMISSIONER COSTELLO ASKED IF THE CITY REVIEWS PREVIOUS YEARS TO DETERMINE THE ACCURACY OF THE PROJECTIONS THAT WERE MADE.

THE CITY PLANNER STATED THAT HE COULD DO AN EVALUATION.

COMMISSIONER COSTELLO ASKED SOME PROJECTS ARE DELAYED IF OTHER PROJECTS RUN OVER THE PROJECTED AMOUNT.

THE CITY PLANNER CONFIRMED THAT THERE ARE LIMITED FUNDS AND THEREFORE IF AN UNEXPECTED COST ARISES THAT COULD HAVE AN IMPACT ON OTHER PROJECTS. HE NOTED THAT THE CIP IS A LIVING DOCUMENT USED FOR PLANNING PURPOSES.

COMMISSIONER LACROIX ASKED THE DIFFERENCE BETWEEN A STREET RECONSTRUCTION AND STREET CONSTRUCTION.

THE CITY PLANNER STATED THAT HE IS NOT SURE THE DIFFERENCE AS BOTH APPEAR TO BE EXISTING STREETS.

COMMISSIONER LACROIX ASKED THE ADDITIONAL WORK THAT IS PROPOSED FOR THE MILL POND.

THE CITY PLANNER EXPLAINED THAT THE PROJECT WOULD INCLUDE BANK STABILIZATION AND DREDGING. HE NOTED THAT THE PROJECT WOULD BE COST-SHARED 50/50 BETWEEN THE CITY AND OUTSIDE AGENCIES. HE NOTED THAT WATER QUALITY WOULD ALSO BE IMPROVED THROUGH THE DREDGING. HE NOTED THAT SIDEWALK INSTALLATION MAY BE INCLUDED IN THE STREET CONSTRUCTION ITEM. HE STATED THAT IF THERE ARE SPECIFIC AREAS OF CONCERN THE COMMISSIONERS COULD PROVIDE THAT INFORMATION TO HIM PRIOR TO THE CITY COUNCIL MEETING.

COMMISSIONER BOUCHARD STATED THAT IT WOULD BE HELPFUL FOR RESIDENTS TO HAVE THE BACKGROUND INFORMATION ON THE OUTSIDE FUNDING THAT THE CITY IS RECEIVING FOR THE T.H. 169 PROJECT AND THE MILL POND SO THAT IT DOES NOT SIMPLY SEEM TO BE A LARGE JUMP OF \$9,000,000.

OTHER BUSINESS

CHAIRPERSON THIEL CONGRATULATED COMMISSIONER TRUESDELL WHO WILL BE MOVING ON TO THE CITY COUNCIL IN JANUARY.

ADJOURN
MOTION

MOTION BY COMMISSIONER PETERSON AND SECONDED BY COMMISSIONER
TRUESDELL TO ADJOURN THE MEETING. ALL VOTED IN FAVOR AND THE MOTION
CARRIED. THE CHAMPLIN PLANNING COMMISSION MEETING ADJOURNED AT 8:05 P.M.

ROBERT J. THIEL, CHAIRPERSON

ATTEST:

SCOTT SCHULTE, CITY PLANNER