

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
April 21, 2025
City Council Chambers

Call to Order	The Champlin Planning Commission met in Regular Session and was called to order by Chairperson Chad Darr at 7:00 p.m.
Pledge of Allegiance	Chairperson Darr led the group in the Pledge of Allegiance.
Roll Call	Present were: Chairperson Darr, Commissioners Jeff Kendall, Kathy Manemann (arrived at 7:03 p.m.), Ryan Reider, Jordan Simon, Bob Streitz, and Ben Uglem. Absent: None. Also present were City Planner Lexi Smith, City Clerk Julie Tembreull, and Recreation Facilities Manager Chad Stancer.
Role of the Commission	Chairperson Darr briefly reviewed the role of the Commission.
Oath of Office	The City Clerk administered the Oath of Office to Chairperson Darr and Commissioner Uglem. Commissioner Manemann arrived.
Approval of Agenda (April 21, 2025) Motion	Motion by Commissioner Streitz and seconded by Commissioner Uglem, to approve the agenda of the April 21, 2025, Planning Commission meeting as presented. All voted in favor and the motion carried.
Open Forum	No one was present for open forum.
Approval of Minutes (December 16, 2024) Motion	Motion by Commissioner Uglem and seconded by Commissioner Simon, to approve the minutes of the December 16, 2024, Planning Commission meeting as presented. All voted in favor and the motion carried. (Streitz abstained)
Request for a Conditional Use Permit for Church Use at the Champlin Community Center at 12450 Gettysburg Avenue N (Project 2025-03)	<p><u>Public Hearings</u></p> <p>The City Planner stated that the City owns and operates a community center that serves as a multipurpose space for a variety of public and private events at 12450 Gettysburg Avenue N. The facility has been rented on occasion to religious organizations for worship services and related gatherings. Per the City's Zoning Code, religious assembly and activities require a Conditional Use Permit (CUP) within the applicable zoning district. This means that such rental use shall only be permitted upon approval of a CUP to ensure compatibility with surrounding uses, adherence to zoning standards, and conditions of approval.</p> <p>The City Planner stated that because the community center is City-owned, and religious groups have rented the facility on a recurring basis, staff is bringing forward a CUP application on behalf of the City. The space has been rented off and on over multiple years by different church organizations. Typically, the religious organizations either rent space until they find a permanent location for their organization or only rent a day or two. Only recently did staff realize the facility never received proper approval to host religious activities. The Conditional Use Permit step ensures compliance with local zoning requirements and provides a clear and consistent framework for regulating the religious use of the facility moving forward. Staff recommend approval as requested, subject to the conditions noted within the staff report.</p> <p>Commissioner Streitz asked if the religious organizations submit an application for approval, and asked if a similar process is followed for private rentals.</p> <p>The City Planner replied that there is an online application/form that is completed and reviewed by the Park and Recreation Department, who then approve or deny the request.</p> <p>Commissioner Manemann asked if this process is just to ensure that all proper approvals are in place for this type of use and not directly related to a specific request.</p>

The City Planner confirmed that staff recognized that the CUP was not in place and therefore rentals by religious institutions have been paused until the proper approvals are in place. She confirmed that there was a request from a religious organization to rent this space and that has been placed on pause until the CUP is approved.

Commissioner Kendall asked if there needs to be a definition of religious institution/organization or church.

The City Planner confirmed that there is a definition within City Code.

Chairperson Darr asked for more information on the application of a CUP within a Planned Unit Development (PUD).

The City Planner provided additional explanation on the use of a PUD, noting that in current times, the PUD is tied to the underlying zoning, but earlier use of the PUD did not include the underlying zoning. She stated that there are conditions tied to this PUD, and the church use would conform with the original standards of the PUD.

Chairperson Darr stated that typically, a religious use request is brought forward by the entity and noted that this is different as the owner of the facility is bringing forward the request.

The City Planner stated that the Code states that the property owner should bring forward the request and in this situation, the City owns the facility/property, which is why the City is bringing forward the request.

Public Hearing

Chairperson Darr opened the public hearing.

No comments.

Motion

Motion by Commissioner Streitz and seconded by Commissioner Uglem, to recommend that the City Council approve of the Conditional Use Permit for church uses at the Champlin Community Center at 12450 Gettysburg Avenue N, subject to the following conditions:

1. Occupancy shall be limited to no more than 84 persons at any given time.
2. Sound shall comply with MPCA standards.
3. No outdoor storage shall be permitted.
4. All parking must be accommodated on-site.
5. No live music or any related church activities shall occur on the outside of the facility.
6. No permanent signage related to any church use shall be permitted. One temporary, portable A-frame sign may be displayed on the property only during the approved rental period.
7. Shall follow all additional rules and requirements of the Park and Recreation Department.
8. The City retains all right to revoke the Conditional Use Permit due to issues. It is the City's sole discretion to determine the extent of revocation.
9. The Conditional Use Permit shall be recorded with the Hennepin County Recorder's Office.

All voted in favor and the motion carried.

This item is scheduled for City Council consideration at the April 28, 2025, meeting.

Request for a Conditional Use Permit for Church Use at the Champlin Ice Forum at 12165 Ensign Avenue N (Project 2025-05)

The City Planner stated that the City owns and operates an Ice Forum located at 12165 Ensign Avenue N, which primarily serves as a recreational facility but also accommodates a variety of public and private events. Similar to the community center, the Ice Forum has occasionally been rented to religious organizations for worship services and related gatherings. Under the City's Zoning Code, religious assembly and related activities require a Conditional Use Permit (CUP) within the applicable zoning district. This means that religious use of the facility may only occur following approval of a CUP to ensure compatibility with adjacent land uses, consistent with zoning regulations, and adherence to any conditions of approval.

The City Planner stated that because the Ice Forum is City-owned and has hosted recurring religious rentals over the years, staff is bringing forward a CUP application on behalf of the City to formalize this use. The facility has historically been rented off and on by various church organizations, typically for short-term use or while they seek a permanent location. It recently came to the attention of staff that the facility had not previously undergone the required CUP process to permit religious use. Moving forward, this application ensures the City remains in compliance with local zoning requirements and provides a clear, enforceable framework for regulating religious activity at the Ice Forum. Staff recommends approval of the CUP as presented, subject to the conditions within the staff report.

Commissioner Uglem asked if the City shares the parking lot with Lifetime Fitness.

The City Planner identified the Lifetime parking lot and the Ice Forum parking lot. She stated that there is perhaps shared parking at times.

The Recreation Facilities Manager identified a middle parking lot that is shared space for both users, and functions as first come, first serve.

The City Planner stated that the parking lot count in the packet is only for the northern parking lot and does not include the shared lot mentioned by the Recreation Facilities Manager.

Chairperson Darr referenced the C-2 zoning for the site, which is the same as Mississippi Crossings, and asked if a CUP would also be needed for that City facility.

The City Planner stated that staff discussed the Event Center at Mississippi Crossings, but currently, that space has not had inquiries for religious users. She stated that if that use is desired in the future and the Parks Department wants to allow this use, the City would need to submit for a CUP for that property as well.

Public Hearing

Chairperson Darr opened the public hearing.

No comments.

Motion

Motion by Commissioner Simon and seconded by Commissioner Manemann to recommend that the City Council approve the Conditional Use Permit for church uses at the Champlin Ice Forum at 12165 Ensign Avenue N, subject to the following conditions:

1. Occupancy of the large meeting room shall be limited to no more than 81 persons at any given time.
2. Occupancy of the small meeting room shall be limited to no more than 44 persons at any given time.
3. Sound shall comply with MPCA standards.
4. No outdoor storage shall be permitted.
5. All parking must be accommodated on-site.
6. No live music or any related church activities shall occur on the outside of the facility.
7. No permanent signage related to any church use shall be permitted. One temporary, portable A-frame sign may be displayed on the property only during the approved rental period.
8. Shall follow all additional rules and requirements of the Park and Recreation Department.
9. The City retains the right to revoke the Conditional Use Permit due to issues. It is the City's sole discretion to determine the extent of the revocation.
10. The Conditional Use Permit shall be recorded with the Hennepin County Recorder's Office.

All voted in favor and the motion carried.

This item is scheduled for City Council consideration at the April 28, 2025, meeting.

Other Business

The City Planner reported that Carl Anderson informed City staff of his resignation effective March 18, 2025, as he has moved out of Champlin. The City of Champlin thanks Mr. Anderson for his

Resignation of
Commission Member

commitment to public service for the past five years. There is now a vacancy in Ward 2, and interested residents should apply.

Pledge to Residents and Mutual Expectations

The City Planner conducted the annual review of the Pledge to Residents and Mutual Expectations. She asked that all members sign the documents before leaving the meeting tonight.

Years of Service Recognition

The City Planner recognized Commissioner Manemann for ten years of service.

April Project Updates

The City Planner provided a brief review of her written report.

Chairperson Darr noted that Commissioner Simon is the representative of the Commission at the next City Council meeting.

The City Planner noted a special Commission meeting is tentatively scheduled for June 30th.

Adjourn Motion

Motion by Commissioner Simon and seconded by Commissioner Kendall, to adjourn the meeting. All voted in favor and the motion carried. The Champlin Planning Commission meeting adjourned at 7:25 p.m.



Chad Darr, Chairperson

Attest:



Lexi Smith, City Planner