

CITY OF HANOVER
PLANNING COMMISSION MEETING
SEPTEMBER 12, 2011 DRAFT MINUTES

Chairperson Schendel called the September 12, 2011 Planning Commission Meeting to order at approximately 7:00 p.m.

Call to Order

Members present: Karsten, Schendel, Smola, Spraungel, and Zanetti.

Members absent: None

Staff present included City Council Liaison Malewicki, City Planner Cindy Nash, and City Administrator Buchholtz

Others present included none.

Chairperson Schendel introduced the agenda for the Planning Commission Meeting.

Approval of Agenda

MOTION by Spraungel, second by Zanetti, to approve the agenda.

Voting aye: Karsten, Schendel, Smola, Spraungel, and Zanetti

Voting nay: none

Motion carried: 5:0

MOTION by Spraungel, second by Karsten, to approve the minutes from the July 11, 2011 Planning Commission Meeting.

Approval of Minutes

Voting aye: Karsten, Schendel, Smola, Spraungel, and Zanetti

Voting nay: none

Motion carried: 5:0

CITIZEN'S FORUM

Citizens Forum

No citizens wished to be heard.

PUBLIC HEARING

Public Hearing

No public hearings were scheduled.

UNFINISHED BUSINESS

Unfinished Business

No unfinished business was on the agenda.

NEW BUSINESS

New Business

Recodification of Subdivision Ordinance

Consideration of an Ordinance Change

Schendel introduced the item. Nash provided an overview of the draft subdivision ordinance that will compliment the Zoning Ordinance that was recently reviewed by the Council.

The Planning Commission reviewed the draft subdivision ordinance and made the following changes:

- Change reference 11.08 to 11.52 in first paragraph (11.01 Title)
- Remove diameter of breast height and have Code refer to tree measurements by caliper.
- Amend Capital Improvement Plan definition, striking the words "justification for each improvement" and "the impact that such improvements will have on the current operating expense of the government"
- Remove definition for critical root zone as it is not referenced in the subdivision ordinance.
- Remove designated authority definition.

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- Request the City Planner to look at references to applicant and developer throughout the Code to ensure the references are being used appropriately per their definition.
- Remove key map definition as it is not used anywhere in the Code.
- Remove definitions for “through, lot” and “base, lot” as they are not used in the Code.
- Amend definition for lot depth that allows for the lot depth to be calculated easier.
- Amend pedestrian way definition as follows: “...to be used by pedestrians and which may also be used for the installation of utility lines.”
- City Planner to review storm water ordinance to ensure that the definition for “Storm Water Pollution Control Plan” is in line with the Zoning Code.
- City Planner to review street definitions from Comprehensive Plan to ensure proposed subdivision ordinance is consistent with the Comprehensive Plan.
- Update variance definition to reflect changes to State Law regarding variances.
- Review 11.13(C) to ensure that language is consistent with recent changes to State Law regarding variances.
- Strike paragraph C from Section 11.14.
- Check variance language in Section 11.15 to ensure that language is consistent with recent changes to State Law regarding variances.
- Strike “capital improvement plan” from 11.16(A)(1) as the capital improvement plan is not part of the Comprehensive Plan.
- Amend 11.16(A)(3)(b) to require improvements outside the development boundaries should the development diminish the level of service below a D rating.
- Add language to 11.19 to allow for the Administrative Subdivision process to change legal descriptions from metes and bounds to platted lots.
- Add language reflecting City Council's review of Administrative Subdivisions to Section 11.22.
- Add the following words to 11.25(C)(5): “...neighborhoods that is consistent with the Hanover Transportation Plan.”
- Add the following word to 11.26(A)(4): “...(350) feet of the subject site pursuant to the Zoning Ordinance.
- Add words “if required by the Zoning Administrator” to end of 11.28(F)(6).
- City Planner to review language on 11.31(A)(9) for consistency with DNR regulations.
- Add “ecological corridor” and “conservation design” to 11.31(A)(16)(h).
- Remove words “or other designated authority” from 11.34(A)(1)(e).
- Add the following to 11.36(C): “The developer shall record the plat and development agreement within ninety (90) days...”
- Add the following to 11.36(C) “No building permits shall be let for construction of any structure on any lot nor any lots conveyed until the City...”
- Fix reference to Zoning Code in 11.42(33)
- Confer with City Engineer to determine if streets should be at least 2 feet above regulatory flood protection elevation (Section 11.42(34).
- Amend first sentence of 11.43(A) to read as follows: “Drainage and utility easement at least five (5) feet wide shall be provided on all lot lines, unless a different easement width is determined by the City

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Engineer.”

- Verify Storm Water Drainage Standards with City Engineer (Section 11.44(B)).
- Verify whether water main should be PVC or ductile iron with City Engineer (Section 11.46(A)).
- Amend 11.46(F)(3) to read as follows: “Private utilities shall be installed in a joint trench in accordance with City standards.”
- Add requirement for 6” of black dirt to be provided on lands dedicated for parks (Section 11.49(B)(2)(b)).
- City Planner to reword Tree Preservation language.
- Update unacceptable tree listing per DNR website.

No further action was taken on the item.

MISCELLANEOUS/OPEN FORUM

**Miscellaneous/Open
Forum**

No one wished to be heard.

REPORTS

Reports

Schendel

- No report.

Karsten

- No report.

Spraungel

- No report.

Zanetti

- Inquired about pond maintenance at the Esterly Oaks pond. Buchholtz stated that Prairie Restorations is under contract to provide maintenance for two more years to get the prairie plantings established.

Smola

- No report.

MOTION by Spraugel, second by Zanetti, to adjourn the September 12, 2011 Planning Commission meeting at 9:11 p.m.

Adjournment

Voting aye: Karsten, Schendel, Smola, Spraugel, and Zanetti

Voting nay: none

Motion carried: 5:0

Daniel Buchholtz, City Administrator