

**CITY OF HANOVER
PLANNING COMMISSION MEETING
OCTOBER 24, 2016
OFFICIAL MINUTES**

Call to Order/Pledge of Allegiance

Stan Kolasa called the October 24, 2016, Planning Commission Meeting to order at 7:00 pm. Members present were Stan Kolasa, Dean Kuitunen, and Mike Christenson. Also present Council Liaison Doug Hammerseng, City Planner Cindy Nash, and Administrative Assistant Amy Biren. Absent: Michelle Armstrong and Jim Schendel. No guests were present.

Approval of Agenda

MOTION by Kuitunen to approve the agenda as presented, seconded by Christenson. **Motion carried unanimously.**

Approval of Minutes from the September 26, 2016, Regular Meeting

MOTION by Christenson to approve the September 26, 2016, minutes as presented, seconded by Kuitunen. **Motion carried unanimously.**

Citizen's Forum

None

Public Hearings

None

Unfinished Business

None

New Business

Site Plan Review of JS Steward Properties Building

Nash started the review of the site plan saying that both this review and the following one for the Public Works Facility are related in that they are located on the 10 acres and are side by side. The Stewart site is located on the east five (5) acres. The two sites are coming before the Planning Commission at the same time as the intent is for the sites to be constructed at similar times.

The stormwater pond is shared by both properties with the condition that should either property not move forward, changes would need to be made so that the stormwater pond would be moved to the property moving forward in the process. This explains the condition which would have the City Planner and City Engineer administratively approve changes. If any changes are presented that go beyond the stormwater pond or the right of entry, these changes would come back to the Planning Commission for approval.

Hammerseng asked how the stormwater pond size is determined and Nash replied that it is based on how much water it will hold. Christenson asked if the size would change if one of the projects did not move forward. Nash concurred, explaining that when since both sites need to accommodate the stormwater, you can do more design-wise with a shared pond rather than having two separate ponds.

Christenson asked if there were any issues with the soil boring samples. Kolasa said that the soil borings are not really a matter dealt with in the Planning Commission. Nash agreed, saying that every site has soil corrections and it usually goes unnoticed as part of the construction process.

Kuitunen asked what type of business Stewart had. Kolasa said he had an excavating business. Christenson asked what types of soils would be stored on the property. Kolasa said Class 5, rock, that type of thing.

Nash recommended approval for the Stewart site plan to go to Council with the conditions listed in the memo and asked to add a third condition that the site plan is in conformance with the City's Comprehensive Plan.

MOTION by Kuitunen to recommend forwarding the Stewart site plan to Council for approval with the conditions listed as well as the addition of conforming to the Comprehensive Plan: If the site plan requires modifications due to right of entry or the adjacent parcel not going forward, the plan revisions may be approved by the City Engineer and City Planner; comments from the City Engineer must be addressed; and the site plan meets conformance to the City Comprehensive Plan, seconded by Christenson.

Motion carried unanimously.

Site Plan Review of Public Works Facility

Nash explained the project which is similar to the Stewart site plan. She went into further explanation of right of entry on adjacent properties in order to complete grading.

Hammerseng asked about how the boundaries were indicated on the site plan and Nash explained that the engineered plans shows the inclusion of the Fire Station property due to the right of entry needed.

Kuitunen asked where the snowmobiling trail would be located. Kolasa explained that it should be used right behind Tom Thumb and then cross over CSAH 19 into the swamp area.

Christenson asked if the neighbors adjacent to the two projects had been notified. Nash said that since a public hearing was not required, they did not need to be. Biren had sent approximately 25 letters to surrounding properties as a courtesy and invited them to the Planning Commission meeting.

MOTION by Kuitunen to recommend forwarding the Public Works Facility site plan to Council for approval with the conditions listed: If the site plan requires modifications due to right of entry or the adjacent parcel not going forward, the plan revisions may be approved by the City Engineer and City Planner and comments from the City Engineer must be addressed, seconded by Christenson.

Motion carried unanimously.

Reports:

Council Liaison:

Hammerseng informed the members that the Council has gone ahead with approving the trail extension in the Bridges at Hanover in connection with the senior assisted living facility. The senior facility will complete the portion on their property and the City will complete the sections needed to complete it.

Staff:

Biren updated the members on the FEMA/Floodplain letters sent to residents. There were approximately 104 letters sent to residents related to 125 parcels. A dozen residents have contacted City Hall or Justin Messner, City Engineer, to get more information and the necessary documents. She also showed photos of the damage done by motorcycle(s) to the Historic Bridge. A police report has been filed.

Adjournment

MOTION by Christenson to adjourn, seconded by Kuitunen. **Motion carried unanimously.**

Meeting adjourned at 7:34pm.

ATTEST:

Amy L. Biren
Administrative Assistant