

**CITY OF HANOVER
JOINT MEETING OF THE
CITY COUNCIL AND PLANNING COMMISSION
MAY 23, 2016
OFFICIAL MINUTES**

Call to Order/Pledge of Allegiance

Stan Kolasa called the May 23, 2016, the Joint Meeting of the City Council and Planning Commission to order at 7:28 pm after the Special Council Meeting. Council members present were Mayor Chris Kauffman, John Vajda, Jim Zajicek, and Doug Hammerseng. Planning Commission members present were Stan Kolasa, Michelle Armstrong, Dean Kuitunen, and Mike Christenson. Also present were City Administrator Brian Hagen, City Planner Cindy Nash, and Administrative Assistant Amy Biren. Also present: Krysta Mitchell, Clark Lee, Cassandra Vajda, and Stephanie Gleason. Absent: Councilor Ken Warpula, Planning Commissioner Jim Schendel, and City Engineer Justin Messner.

Approval of Agenda

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

Approval of Minutes from the March 28, 2016, Regular Meeting

MOTION by Armstrong to approve the March 28, 2016, minutes as presented, seconded by Kuitunen. **Motion carried unanimously.**

Citizen's Forum

Clark Lee, 525 Kadler Avenue: Expressed his concerns regarding the lack of minimum floor area requirements for new construction of single family dwellings. He had attended the Council Meeting on May 3, 2016, as well. He voiced his concerns about garages increasing in size and overshadowing the actual homes. He thanked the Council for putting into effect a moratorium on building footprints which took place at the prior Special Council Meeting tonight. Lee would like the standards to be reviewed and revert to those prior to the 2013 Re-codification.

Public Hearing

None

Unfinished Business

Biren informed that the Conditional Use Permit Amendment regarding Rhino Imported Auto Parts has been postponed until the June meeting as the surveyor was unable to survey the property until last week and this delay impacted the site plan drawings. Nash has received official notice asking for an extension.

New Business

Consideration of Amendments to the Performance Standards for Construction of Single Family Dwellings

Biren presented information on current standards compared to those used prior to 2013 (see attached chart). The major differences were in the area of minimum floor area per house type, materials used, driveways, and garages. Staff answered questions from Council and Planning Commission members to further clarify these comparisons and the history of the 2013 Re-codification.

Krysta Mitchell asked if redlined copies of the changes made during the 2013 Re-codification were kept. Nash explained that since there are so many changes and moving sections around during a process of re-codification, that redlining is difficult and distracting.

Mayor Kauffman stated that the major issue appears to be the right sized homes for Hanover and that the Planning Commission would need to look at the sizes and how standards would be determined.

Vajda asked Armstrong about the size of home from a realtor's point of view. Armstrong replied that she needed more time to compare the past and present standards and fully understand them from a planning perspective.

Christenson inquired about how the terms footprint versus floor area are used and if they mean different things. Nash replied that many cities do not have a specific minimums and that the terms are defined differently. Footprint means the outside dimensions and floor area is calculating the space used, but not that space considered "dead" like walls.

Hammerseng asked Armstrong what terms are used in real estate when listing homes. Armstrong replied that foundation size (footprint) and the finished square footage. She said that footprint is what really matters and gave several examples of new construction homes for sale in Hanover and their foundation sizes (taken from her realty website).

Vajda wanted to know what the process would be for a new development, specifically the undeveloped part of Crow River Heights. Nash said that a new developer would have to start from scratch with a new preliminary plat and go from there. She also explained that a Planned Unit Development (PUD) may vary from standards in place if approved by Council, but that a PUD is not a guarantee and developers do not want to take the risk. Some of the bigger developers wouldn't look at Hanover as a possible place to build because they wouldn't want to deal with restrictions.

The Planning Commission will review the general requirements, the building materials, the garage size, the garage frontage, and the minimum building sizes. Minimum building sizes and garages will be discussed at the June meeting.

MOTION:

Vajda moved to close the Council portion of the Joint Meeting, seconded by Zajicek. **Motion carried unanimously.** Council closed at 8:20 pm.

Planning Commission members continued the discussion regarding standards. Nash recalled that prior to the 2013 changes, garages were having to be designed as tandem garages in order to meet the size requirements. Hammerseng stated that Hanover was being hurt by the restrictions of that time period and it was decided to pull away from them. Builders were also having difficulties meeting the standards and getting product. Kolasa agreed with this. Christenson asked if there were definitions of the types of houses that were referenced in the ordinance prior to 2013. Nash said that was something that would need to be talked about and put either in definitions or the building standards.

Reports and Announcements

Staff:

Biren said that there has been 13 new construction permits since the first of the year and two more are waiting pick up. There has been a lot of deck permits this year. The City Cemetery is being mapped by Cemetery Updating Services out of Winona, MN. They have measured out the Cemetery and located all of the existing graves/head stones and determined if each grave was occupied or not. How the back area of the Cemetery will be plotted still needs to be decided before the project is completed.

Hagen accompanied WSB on the Historic Bridge inspection and there is only one item that needs to be taken care of—finish putting concrete near the abutment and the beam on which the Bridge rests. Another project is the comprehensive plan will go to Council for scope of work. Also working towards putting together an informational packet for potential developers.

Nash informed the Board that FEMA has issued new floodplain maps along with updating floodplain management. These maps will need to be approved by November of this year.

Council Liaison

Hammerseng reviewed the concerns expressed by citizens regarding new ballfield design and the necessity to remove trees in order for the redesign. At that same Council meeting, the topic of bonding for the new Public Works building merged into looking at the best use of the land and possibilities of locating it on other City property. Also, the Foxtailers Snowmobile Club approached Council with a possible covering for the Historic Bridge, but no decision was made.

Planning Commission

Christenson asked how shipping containers fit in with the City Code and suggested that this be reviewed at a future meeting. Hagen responded that according to the accessory building ordinance, the building must fit in with the surroundings, so a shipping container would not be allowed.

Kuitunen asked about silt fence enforcement and how a new construction property on Erin Street does not put the fence back up after contractors have worked. Biren said that she and Terry Hagstrom, Metro West, have been working together to make sure erosion controls are in place. There was one day when eight sites had stop work orders because silt fencing and rock driveways were not in place in addition to not cleaning the dirt off of the streets. The sites complied and the stop work orders were lifted.

Armstrong asked if anyone new about the JP Brooks property in Crow River Heights that was for sale. It had been the focus of a wetland variance last year. Hagen said that the variance had been withdrawn with the plans to build a house on the lot that would meet the setbacks. It was assumed that this was still the goal.

Adjournment

MOTION by Armstrong to adjourn, seconded by Christenson. **Motion carried unanimously.**
Meeting adjourned at 8:47 pm.

ATTEST:

Amy L. Biren
Administrative Assistant

Performance Standard	Current Ordinance	2011 Ordinance
Minimum Lot Area	Interior: 12,000 sq. ft. Corner: 15,000 sq. ft.	12,000 sq. ft. Corner: 15,000 sq. ft.
Minimum Lot Width	80 feet	80 feet
Minimum Lot Depth	No current regulation	20 foot buffer and screening if adjacent to powerlines, pipe lines, rail ROW, road ROW
Maximum Building Height	2.5 stories or 35 feet whichever is less	2.5 stories or 30 feet
Minimum Building Height	14 feet	
Front yard setback	30 feet	30 feet
Side yard setback	10 feet	10 feet
Side yard on Corner Lot abutting street	Same as Front yard setback	Front yard setback prior to 1982: 15 feet
Rear yard setback	30 feet	30 feet
Arterial road setback	50 feet	50 feet
Collector road setback	45 feet	45 feet
Wetland setback	30 feet	30 feet
Bluff setback (top of bluff)	30 feet	30 feet
GD and RD waters setback	75 feet	75 feet
NE waters setback	200 feet	200 feet
Impervious coverage in shoreland	25%	30%
Minimum garage size	576 sq. ft.	576 sq. ft.
Driveway regulations	Minimum width 10 feet Maximum width 28 feet located between the curb cut and property line. No closer than 5 ft from side or rear lot line. Access point restrictions Corner clearance: 30 feet	Vertical slope not to exceed 10% Minimum slope of 18 inches above top of curb or street where no curb Corner clearance: 30 feet

Building Standards	Current Ordinance	2011 Ordinance
Foundation	Concrete	Frost footings Concrete block, concrete or approved equivalent
Minimum Dwelling Width	24 feet	24 feet
Roof Pitch and Materials	5:12	5:12 Composition, shingled, tiled or metal
Brick or Stone		20% front facade covered with brick or stone Stucco house: 10%
Materials	Framing materials to withstand high winds and storms.	
Garage Frontage		No more than 40% of building width is garage doors Side or rear loaded are exempt.
Size--Minimum floor area using outside building dimensions		Rambler: 1260 sq. ft. 1.5 Story: 1092 sq. ft. Split Foyer/Entry: 1248 sq. ft. Split 3 level min: 1248 sq. ft. Two Story: 1040 sq. ft. W/O Basement: add 100 sq. ft for utilities.