

NOTICE TO PUBLIC ATTENDEES

Due to the temporary format change of the Hanover Planning Commission meeting we first and foremost want to ensure that public comments are received and addressed by either the planning commission or staff. Please refer to the instructions that can be found on the Hanover Planning Commission Agendas webpage for how to attend and interact during the meeting.

We feel it's best to email your comments to staff ahead of the meeting and during the meeting. Staff will read aloud those comments. Any public body joining the meeting will have their microphone muted in order to reduce background noise from those in attendance.

If you would like to speak during citizen's forum or the public hearing please email your comments or questions to brianh@ci.hanover.mn.us, cnash@collaborative-planning.com and amyb@ci.hanover.mn.us. Please include your name, address and a form of contact information so staff can provide follow-up if needed.

Zoom Meeting Instructions
For Public Hearing Comments
Planning Commission May 21, 2020

Purpose:

The purpose of these instructions is to inform the public on how they can participate in the Public Hearing scheduled for the May 21, 2020, Planning Commission meeting. The public hearing is an opportunity for public comments to be received on a variance request for a property located at 9054 10th St SE. Given the current COVID-19 Pandemic, the Planning Commission meeting will be held via a virtual Zoom Meeting. Instruction on how to attend the meeting are in a separate document title “Zoom Meeting Instructions – Public Members.” Those instructions will have the website link to access the meeting for video content as well as the call-in numbers as applicable.

1. Instructions

- If you would like to ask questions or submit a public comment on the variance request, you are encouraged to do so ahead of the meeting. Send comments to brianh@ci.hanover.mn.us, cnash@collaborative-planning.com and amyb@ci.hanover.mn.us. Staff will then read aloud any public comments received on behalf of those who submitted them.
- If you want to submit comments during the meeting please email brianh@ci.hanover.mn.us, cnash@collaborative-planning.com and amyb@ci.hanover.mn.us to indicate your desire. In the email please state your name, address and phone number (if applicable) you are using to call into the Zoom meeting. We will prompt the Chair to call for you to speak.

2. Points of information:

- Planning Commission members, staff and guests scheduled to speak during the meeting will have their audio controls fully functioning throughout the whole meeting.
- Public attendees not on the agenda will have their audio muted. This is not to discourage public comment, but instead to hold an effective meeting. For the virtual meetings we will request public comment be submitted prior to the start of the meeting or emailed to city staff during the meeting. Staff will present the comments on the public’s behalf or the public will be called on by the Chair to speak. At that time, your audio will be un-muted by the meeting facilitator.
- The agenda packet and any presentations will be shown on the screen during the Zoom Meeting and also be available on our website for download.

Zoom Meeting Instructions
For Public Attendees
Planning Commission May 21, 2020

1. Tap or click the below link to join the meeting from your phone, tablet or computer. Use the other audio and meeting ID numbers as necessary.
 - No Zoom account is needed.
 - Using your phone or tablet will allow both the video and microphone connection to occur through Zoom.
 - Using a desktop computer will allow you to view the video connection but may require you to use your phone for the microphone connection. Some laptop computers may have a built-in microphone that would allow for the microphone connection.
 - You may only call into the Zoom audio number but you will not have access to the video content.

Zoom Meeting Link:

<https://wsbeng.zoom.us/j/94160054684?pwd=NzVqeUZja0VHZER0QXFubEhxNitwQT09>

Zoom Audio Number: 1-312-626-6799

Zoom Meeting ID: 941 6005 4684

Zoom Meeting Password: 001209

2. Points of information:
 - Planning Commission, staff and guests scheduled to speak during the meeting will have their audio controls fully functioning throughout the whole meeting.
 - Public attendees not on the agenda will have their audio muted. This is not to discourage public comment, but instead to hold an effective meeting. For the virtual meetings we will request public comment be submitted prior to the start of the meeting. This will include citizen's forum. Staff will present the comments on the public's behalf. Should the public want to ask a question during the meeting for a point of clarification, they will be encouraged to submit the question via email to staff. Should the board want the opportunity to have an open dialogue with a public attendee, we can unmute resident's line and have the discussion.
 - Please email comments to brianh@ci.hanover.mn.us, cnash@collaborative-planning.com and amyb@ci.hanover.mn.us
 - The agenda packet and any presentations that will be shown on the screen during the Zoom Meeting will also be available on our website for download.

Zoom Meeting Instructions
For City Board Members
Planning Commission Meeting May 21, 2020

1. Tap or click link under “Join Zoom Meeting” in the original email inviting you to the Zoom Meeting. DO NOT ACCEPT THE MEETING as this posed a problem finding the link because accepting it causes the original email to disappear. Tapping or clicking this link will allow you to join via your phone, tablet or computer. Use other audio and meeting ID numbers as necessary.
 - No Zoom account is needed.
 - Using your phone or tablet will allow both the video and microphone connection to occur through Zoom. When prompted, allow microphone through internet connection.
 - Using a desktop computer will allow you to view the video connection but may require you to use your phone for the microphone connection. Some laptop computers may have a built-in microphone that would allow for the microphone connection.

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Zoom Audio Number: 1-312-626-6799

Zoom Meeting ID: 941 6005 4684

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2. Join the meeting 15 minutes ahead of time so we can ensure everyone is connected and ready to go. Remember, open meeting laws still prevail so no city business shall be discussed until the meeting is called to order.
 - Staff will confirm a good connection with full functionality for each guest prior to the start of the meeting.
3. Other points of information:
 - Planning Commission, staff and guests scheduled to speak during the meeting will have their audio controls fully functioning throughout the whole meeting. Please be conscious of background noise in order to have clean easy to understand audio for the meeting.
 - Virtual meetings have a communication challenge related to people’s non-verbal queues. It is best to speak to your point with clarity rather than relying on body language to help send your message. Having the video function enabled will provide some assistance.
 - Public attendees not on the agenda will have their audio muted. This is not to discourage public comment, but instead to hold an effective meeting. For the virtual meetings we will request public comment be submitted prior to the start of the meeting. This will include citizen’s forum. Staff will present the comments on the public’s behalf. Should the public want to ask a question during the meeting for a point of clarification, they will be encouraged to submit the question via email to staff. Should we want the opportunity to have an open dialogue with a public attendee, we can unmute their line and have the discussion.
 - The agenda packet and any presentations that may be shared will be shown on the screen during the Zoom Meeting and also be available on our website for download.
4. Legal Information:
 - All votes will need to be via role call vote. When making a motion, please say “Motion by (*your name*)” or “Second by (*your name*)”. The chair will then call for a role call vote. I.e. Mike? Response: yay or nay.

**CITY OF HANOVER
PLANNING COMMISSION MEETING
MAY 21, 2020
AGENDA**

CHAIR
STAN KOLASA

COUNCIL LIAISON
DOUG HAMMERSENG

BOARD MEMBERS
JIM SCHENDEL
MICHAEL CHRISTENSON
DEAN KUITUNEN
GRETCHEN BARRETT

- 1. Call to Order: 7:00 p.m.**
- 2. Approval of Agenda**
- 3. Approval of Minutes from April 27, 2020, Regular Meeting**
- 4. Citizen's Forum**
- 5. Public Hearing**
 - a. Conditional Use Permit at 9054 10th Street SE**
- 6. Unfinished Business**
- 7. New Business**
- 8. Reports and Announcements**
 - a. Planning Commission Reports**
 - b. Liaison Report**
 - c. Staff Reports**
- 9. Adjournment**

**CITY OF HANOVER
PLANNING COMMISSION MEETING
APRIL 27, 2020
DRAFT MINUTES**

Call to Order/Pledge of Allegiance

Stan Kolasa called the April 27, 2020, Planning Commission Meeting to order at 7:00 pm via Zoom. Members present via Zoom were Stan Kolasa, Jim Schendel, Dean Kuitunen, Mike Christenson and Gretchen Barrett. Also present via Zoom City Planner Cindy Nash, Council Liaison Doug Hammerseng and Administrative Assistant Amy Biren. Guests present via Zoom: Ben and Kristal Sneen.

Approval of Agenda

MOTION by Schendel to approve the agenda, seconded by Kuitunen.
Motion carried unanimously.

Approval of Minutes from the February 24, 2020, Regular Meeting

MOTION by Schendel to approve the February 24, 2020, minutes, seconded by Kuitunen.
Motion carried unanimously.

Citizen's Forum

None

Public Hearing

Variance Related to the Placement of a Garage at 1332 Jansen Avenue SE

Kolasa closed the Planning Commission meeting at 7:02 pm and opened the Public Hearing.

Nash reviewed the location of the property saying that it is part of the newly platted Riverside Estates and the garage would be on the same parcel as the existing earth home. The variance is for an accessory building to be located in the front yard. The earth home is situated at a diagonal facing the river, and the proposed garage would be located in the front yard. The current garage is part of the earth home and would be remodeled to become part of the house. It is not feasible for the garage to be enlarged and remain part of the principle structure. The detached accessory building cannot be less than 20 feet from the road.

Kristal Sneen, 1332 Jansen Avenue SE: We submitted some ideas of what the garage would look like as well as the house remodel. Initially, the submitted garage was to be 39 feet by 26 feet. Upon discussion with builders, it was suggested that the garage be 40 feet by 28 feet to work better with building materials. Sneen went on to described the possible remodeling of the earth home, creating a more modern façade. She also said that neighbors have approached them and have said that the proposed updates look nice.

Schendel said he had no problem with granting the variance, but commented whether or not this was going to be a common occurrence with this development due to it being in the Shoreland Management Area.

Christenson asked if there were going to be windows above the garage doors. Sneen replied yes, and that the house would also have windows that would match. Christenson went on to ask if there was going to be a breezeway between the detached garage and the home. Sneen said that there is about 40 feet between the two as well as a hill, so they would not be able to make such a connection. Christenson said that it made sense to increase the size with the even square footage.

Kuitunen said he was good with the variance and project.

Barrett said she had no questions and that it looked good.

Hammerseng stated that it is creative and beautiful and will improve the property. He asked if they were going to redo the house in a similar manner. Sneen said yes and explained the photos included in the packet. Hammerseng asked if there were going to be trees as shown in the rendering. Sneen said no, that was just added as a visual aid. He asked if the road, CSAH 20, was higher than the house. Sneen confirmed that it was higher than the house. Hammerseng asked if they had considered putting it back by the playhouse. Nash replied that is the septic area with a large drain field.

Kuitunen asked where the secondary septic site was located. Nash replied that it was not where the proposed garage was located.

Kolasa closed the Public Hearing and re-opened the Planning Commission meeting at 7:16 pm.

Nash said that if the Commission was fine with the newly proposed 40 feet by 28 feet dimensions, it would need to become part of the conditions within the motion.

MOTION by Kuitunen to send the variance forward to Council for approval with the recommendations and conditions as outlined by the Planner's memo, amending Condition 2 for the size to be 40 x 28 feet, seconded by Barrett.

Motion carried unanimously by roll-call vote.

Unfinished Business

None

New Business

None

Reports and Announcements

Christenson asked about the status of stormwater maintenance as some of the culverts are half full. Biren said that Public Works had just come back to full time and were sweeping the streets in preparation for crack-filling. She would mention it to Public Works and have them look at the outlets.

Barrett asked about the status of the Hanover Harvest Festival. Biren said that the members would make a decision by the end of June and that they were contacting vendors regarding cancellation policies.

Nash said that the developer for River's Edge had pulled the concept plan reviewed by the Planning Commission and had submitted a new one. The new concept plan is on the project page if members wanted to review it. It is tentatively scheduled for the May meeting. Kuitunen asked if the streets were 32 feet wide. Nash replied that she has not reviewed it at a deeper level to determine the width of the streets.

Members welcomed Hammerseng back from his winter hiatus.

Adjournment

MOTION by Schendel to adjourn, seconded by Christenson.

Motion carried unanimously by roll-call vote.

Meeting adjourned at 7:25 pm.

ATTEST:

Amy L. Biren
Administrative Assistant

Collaborative Planning, LLC

Memorandum

Meeting Date: May 14, 2020
To: Planning Commission
From: Cindy Nash, City Planner
RE: Conditional Use Permit for an Accessory Building–
9054 10th Street SE

Overview of Request

The subject property is currently zoned Single-Family Residential. The property is located at 9054 10th Street SE.

The application is included in your packets and contains their proposed request.

Evaluation of Request

The floor area of the principal structure is 3,629 square feet based on the building plans submitted in 2018. The building area of the accessory building including the covered overhangs is 7,260 square feet. The zoning ordinance allows for an accessory building in excess of the floor area of the principal building if a Conditional Use Permit is obtained.

The building was already constructed without a building permit. If the CUP is granted, a building permit will also need to be obtained.

During the construction of the building, a small area of wetland was impacted. The property owner has been coordinating with the Wright SWCD regarding addressing those impacts.

Recommendation

The City Planner recommends that the Conditional Use Permit be approved, subject to the following conditions:

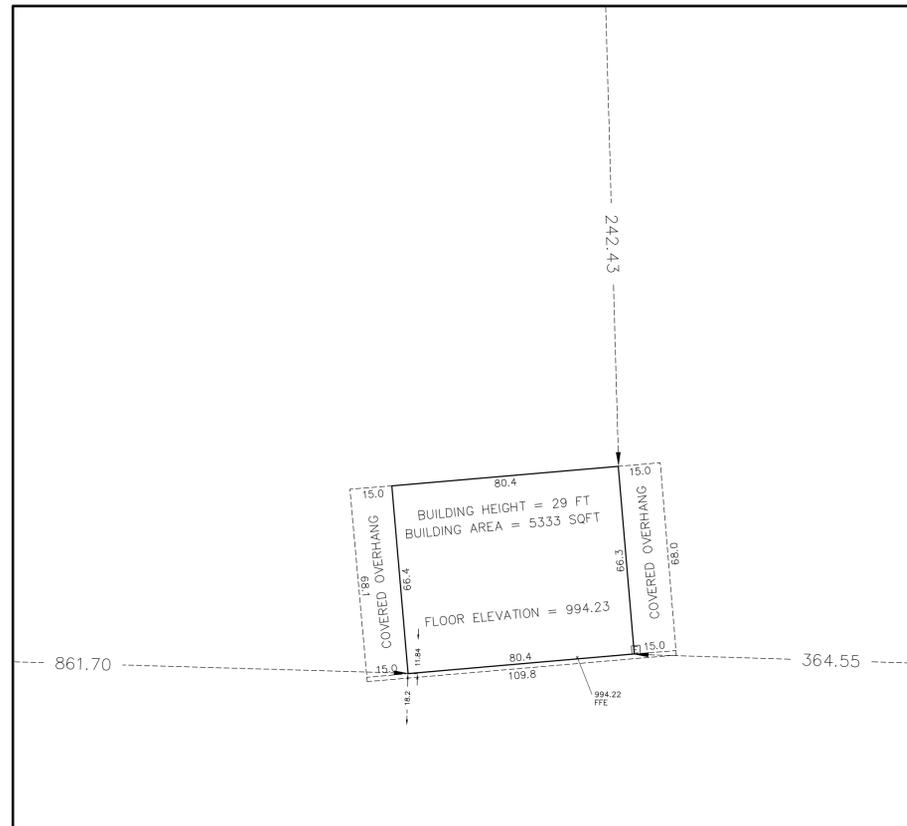
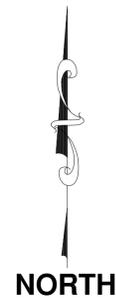
1. A building permit and certificate of occupancy shall be obtained.
2. Compliance with Wright County SWCD regarding wetland impacts shall be completed satisfactory to Wright County SWCD staff.
3. The property shall remain in substantial conformance with all performance standards contained within the City Zoning Ordinance and City Code.

CERTIFICATE OF SURVEY

~for~ Mike Luedemann

~Part of the~ SW 1/4 - SW 1/4, Sec.3, T.119, R.24, Wright County, Minnesota.

BARN DETAIL



E.G. RUD AND SONS, INC. DISCLAIMER

E.G. Rud and Sons, Inc. makes no representation or warranties, express or implied, with respect to the reuse of the data herewith, regardless of its format or the means of transmission. There is no guarantee of representation to the user as to the accuracy, currency, suitability, or reliability of this data for any purpose. The user accepts the data "as is", and assumes all risks associated with its use. By acceptance of this data, the user agrees not to transmit this data or provide access to it or any part of it to another party unless the user shall include with the data a copy of this disclaimer. E.G. Rud and Sons, Inc. assumes no responsibility for the actual or consequential damage incurred as a result of any user's reliance on this data.

1 INCH = 30 FEET

NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 03/02/20.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
- Approximate Wetlands shown per U.S. Fish & Wildlife Wetland Inventory and map provided. It's unknown if a wetland delineation was completed. This survey is subject to revision upon receipt of a wetland delineation.
- Wetlands are shown based on maps and instructions provided by client. E.G. Rud and Sons INC. makes no representation to the wetlands shown hereon.

BOUNDARY DESCRIPTION, AS PROVIDED

The Southwest Quarter of the Southwest Quarter of Section 3, Township 119, Range 24, Wright County, Minnesota, that lies Westerly of the following described line:

Beginning at the Northeast corner of said Southwest Quarter of the Southwest Quarter; thence on an assumed bearing of South 00 degrees 09 minutes 31 seconds West along the East line of said Southwest Quarter of the Southwest Quarter, a distance of 376.69 feet; thence South 04 degrees 49 minutes 03 seconds West, a distance of 346.79 feet; thence South 52 degrees 51 minutes 57 seconds West, a distance of 277.57 feet; thence South 42 degrees 04 minutes 13 seconds West, a distance of 291.57 feet; thence South 03 degrees 23 minutes 13 seconds East to the South line of said Southwest Quarter a distance of 240.64 feet to the South line of said Southwest Quarter of the Southwest Quarter and said line there terminating.

EXCEPT:

The South 467.73 feet of the West 465.02 feet of the Southwest Quarter of the Southwest Quarter of Section 3, Township 119, Range 24, Wright County, Minnesota.

E.G. RUD & SONS, INC.
 EST. 1977 Professional Land Surveyors
 990 5th Avenue SE, Suite 2
 Hutchinson, MN 55350
 Tel. (320) 587-2025 Fax (320) 587-2595
 www.egrund.com

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

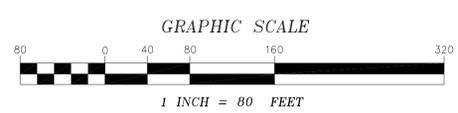
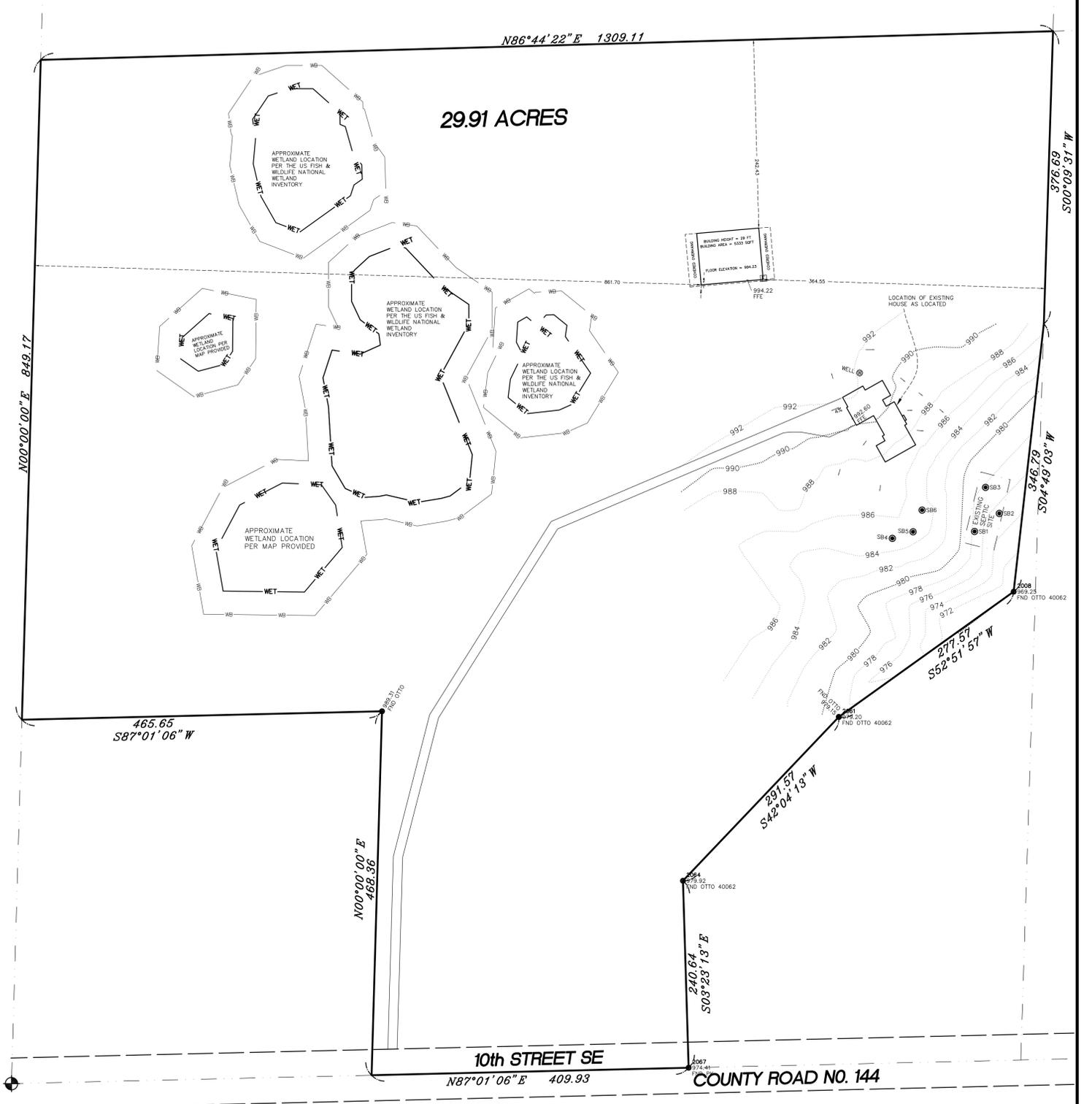
 KURT D. NELSON
 Date: 10MAR20 License No. 45356

9 FOOT POURED WALLS PROPOSED ELEVATIONS:

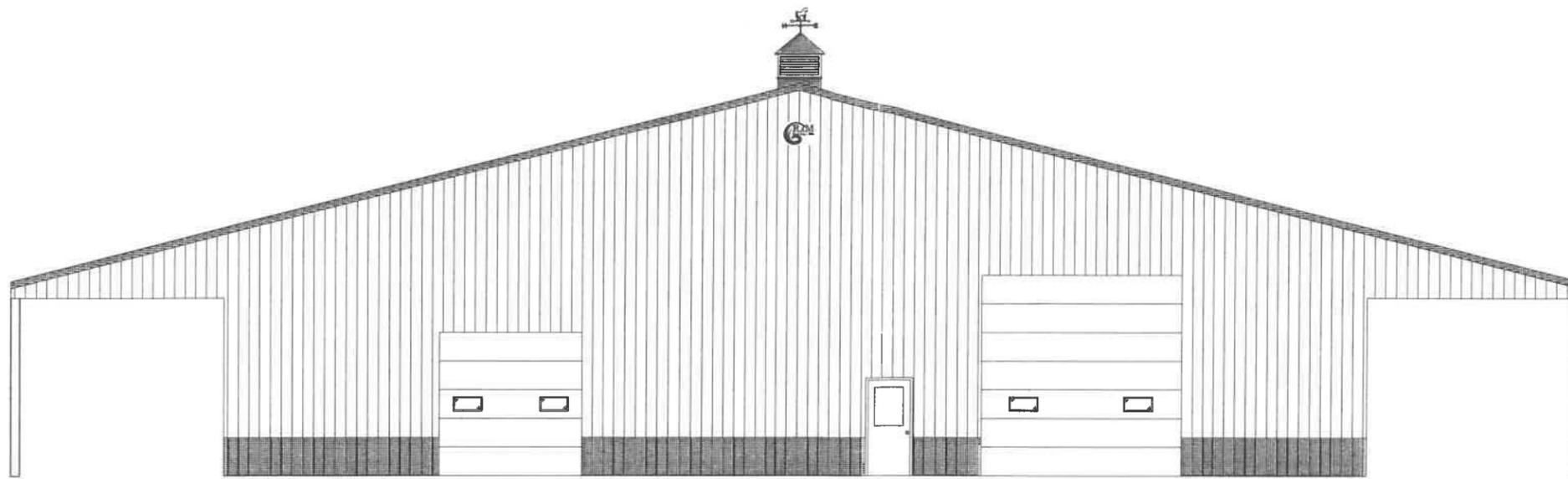
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 GARAGE FLOOR = 998.0
 LOWEST FLOOR = 989.7
 TOP OF FOOTING = 989.4

LEGEND

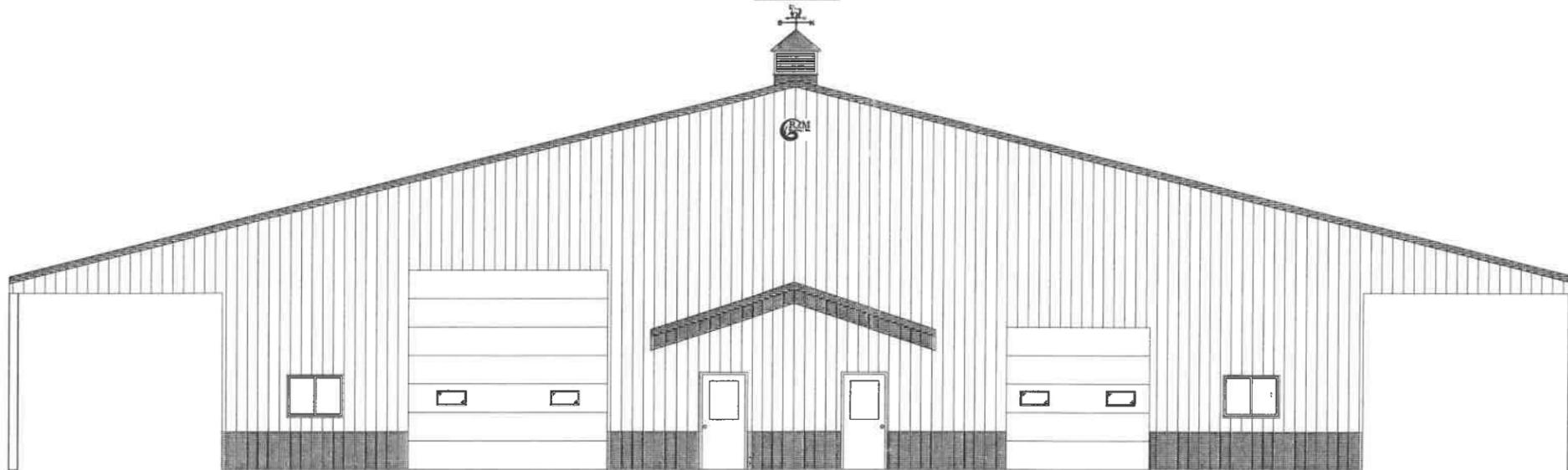
- DENOTES IRON MONUMENT FOUND AS LABELED
- ⊕ DENOTES WRIGHT COUNTY CAST IRON MONUMENT
- 102.3 DENOTES PROPOSED ELEVATION
- ↗ DENOTES DIRECTION OF DRAINAGE
- DENOTES SOIL BORING. (BY OTHERS)
- ⊗ DENOTES OFFSET SPIKE
- ⊠ DENOTES ELECTRICAL BOX



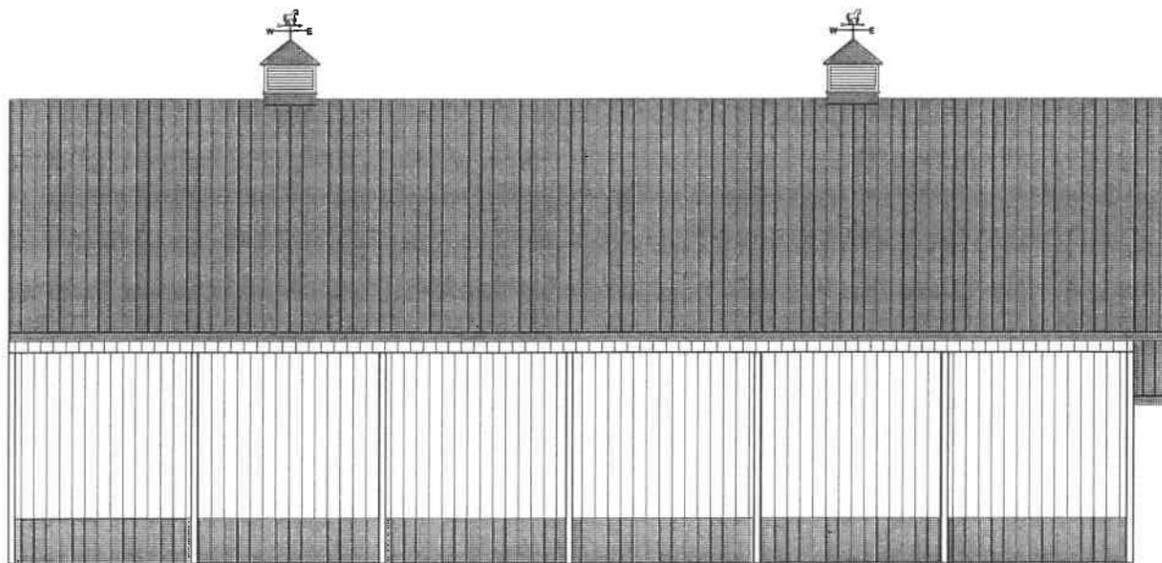
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CHECK BY: KDN	SCANNED		
1	9APR20	REV. PER CITY OF HANOVER	CBS
2	28APR20	REMOVED WETLAND PER CLIENT	CBS
3			
4			
NO.	DATE	DESCRIPTION	BY



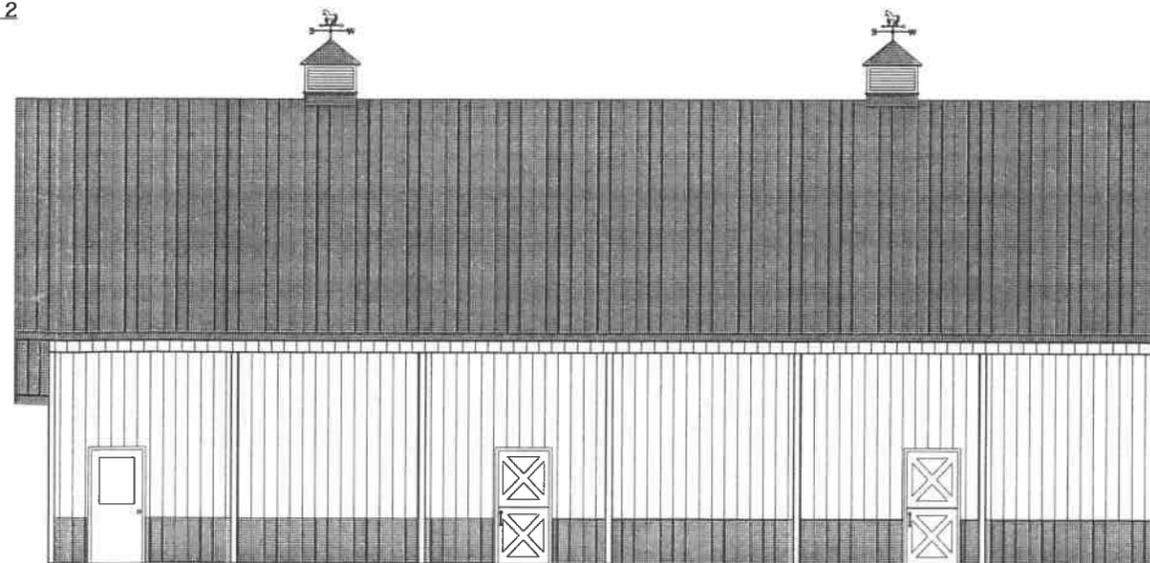
ENDWALL 1



ENDWALL 2



SIDEWALL 1



SIDEWALL 2

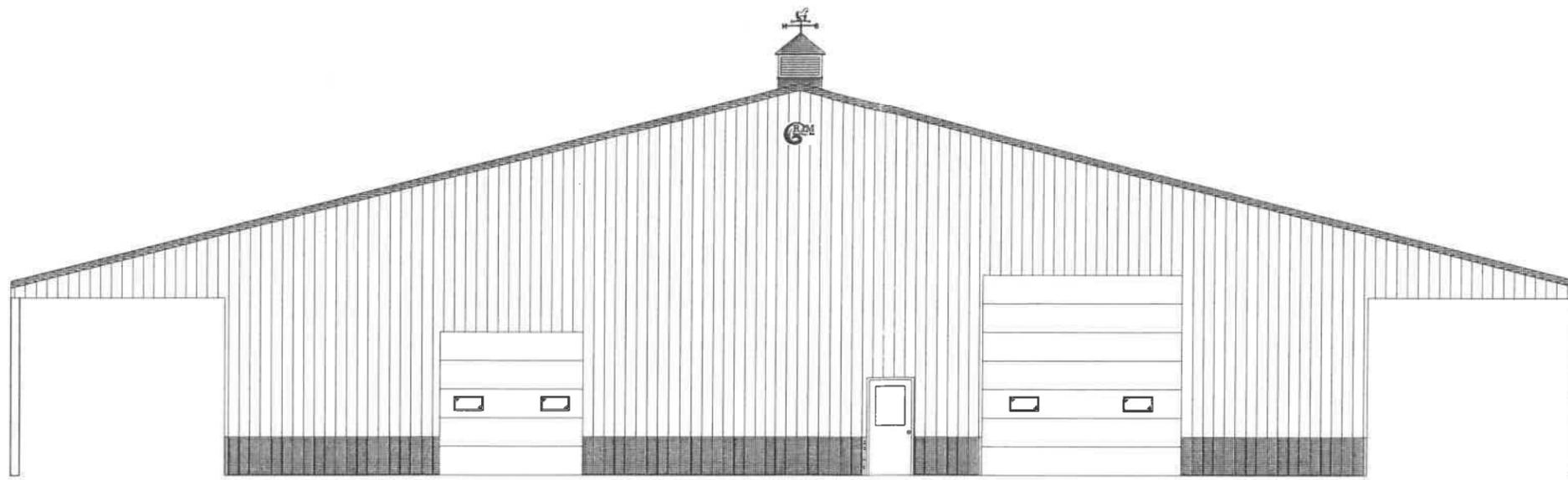
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DRAWN BY: JEREMY B.
 DATE: 8/12/2019
 SHEET 1 OF 5

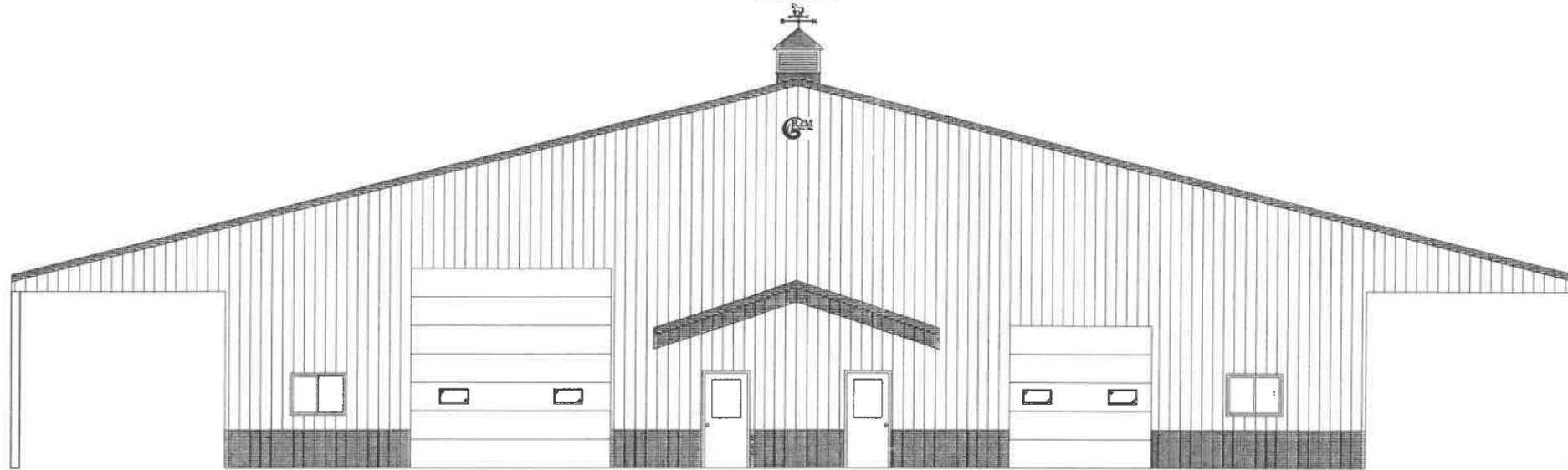
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 PROJECT NUMBER: (19-532)
 BUILDING DESCRIPTION: 80'-0" X 66'-0" X 16'-0" BUILDING
 W/ (2) 15'-0" X 60'-0" LEAN-TO
 DESIGN NUMBER: P19150

592 Industrial Drive
 P.O. Box 660
 Winsted, Minnesota 55395
 320-485-2844 800-710-4726
 Fax 320-485-3625
 www.rambuildings.com
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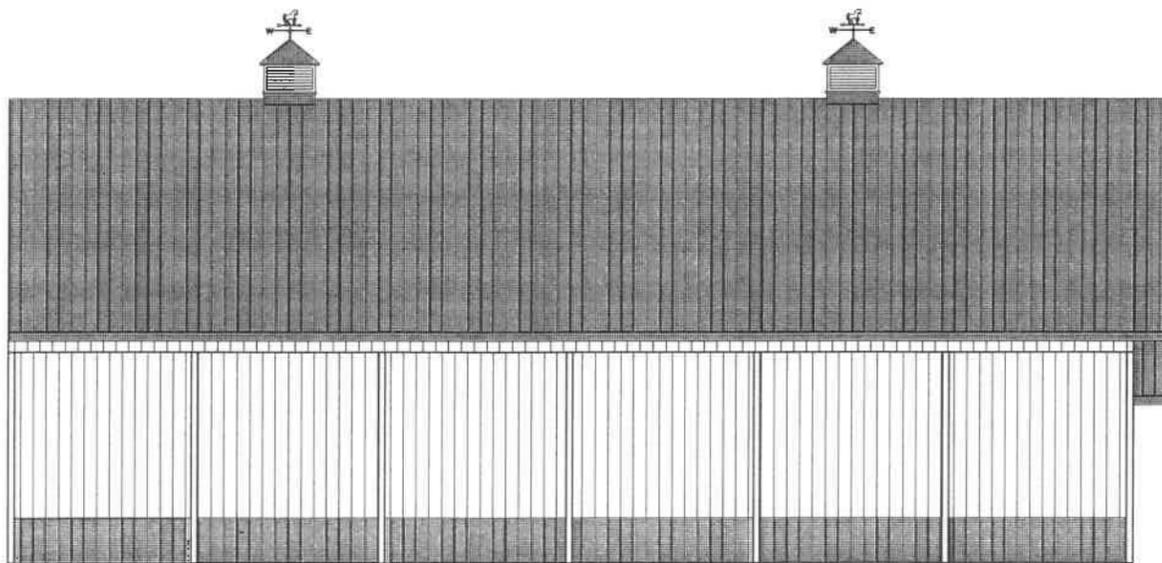




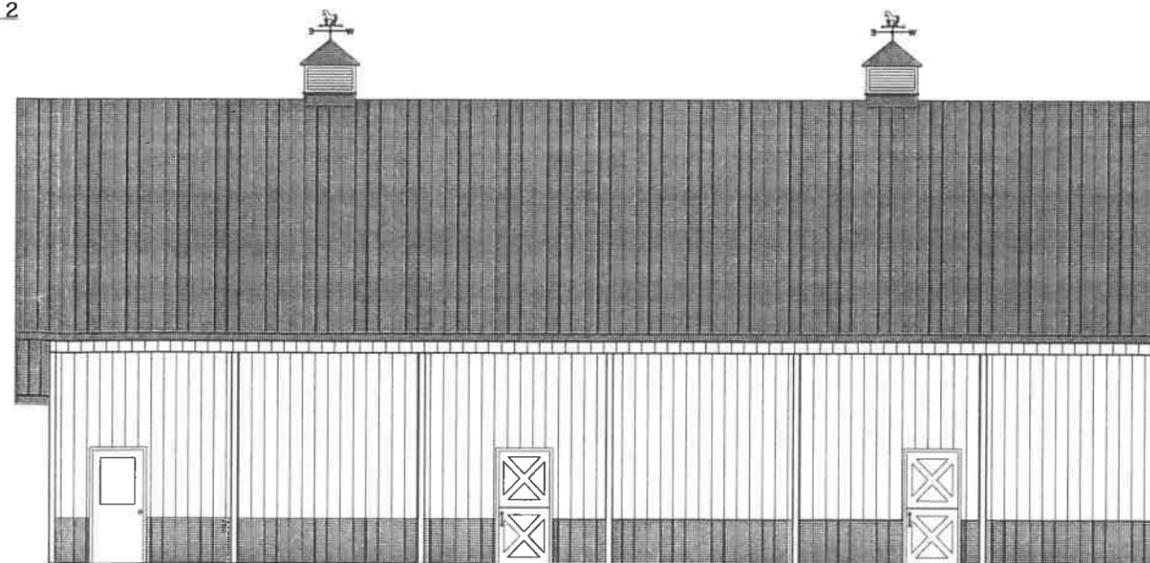
ENDWALL 1



ENDWALL 2



SIDEWALL 1



SIDEWALL 2

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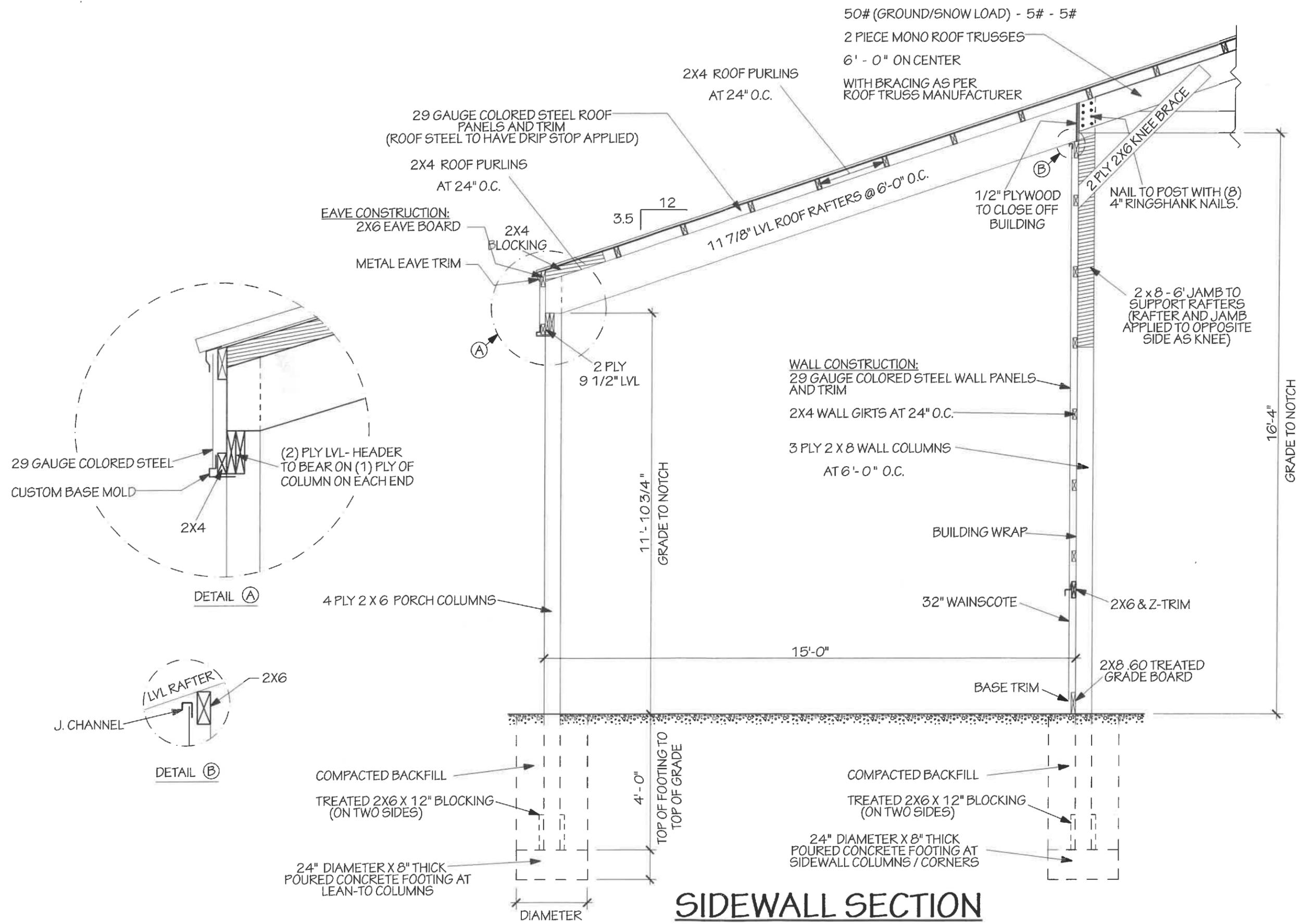
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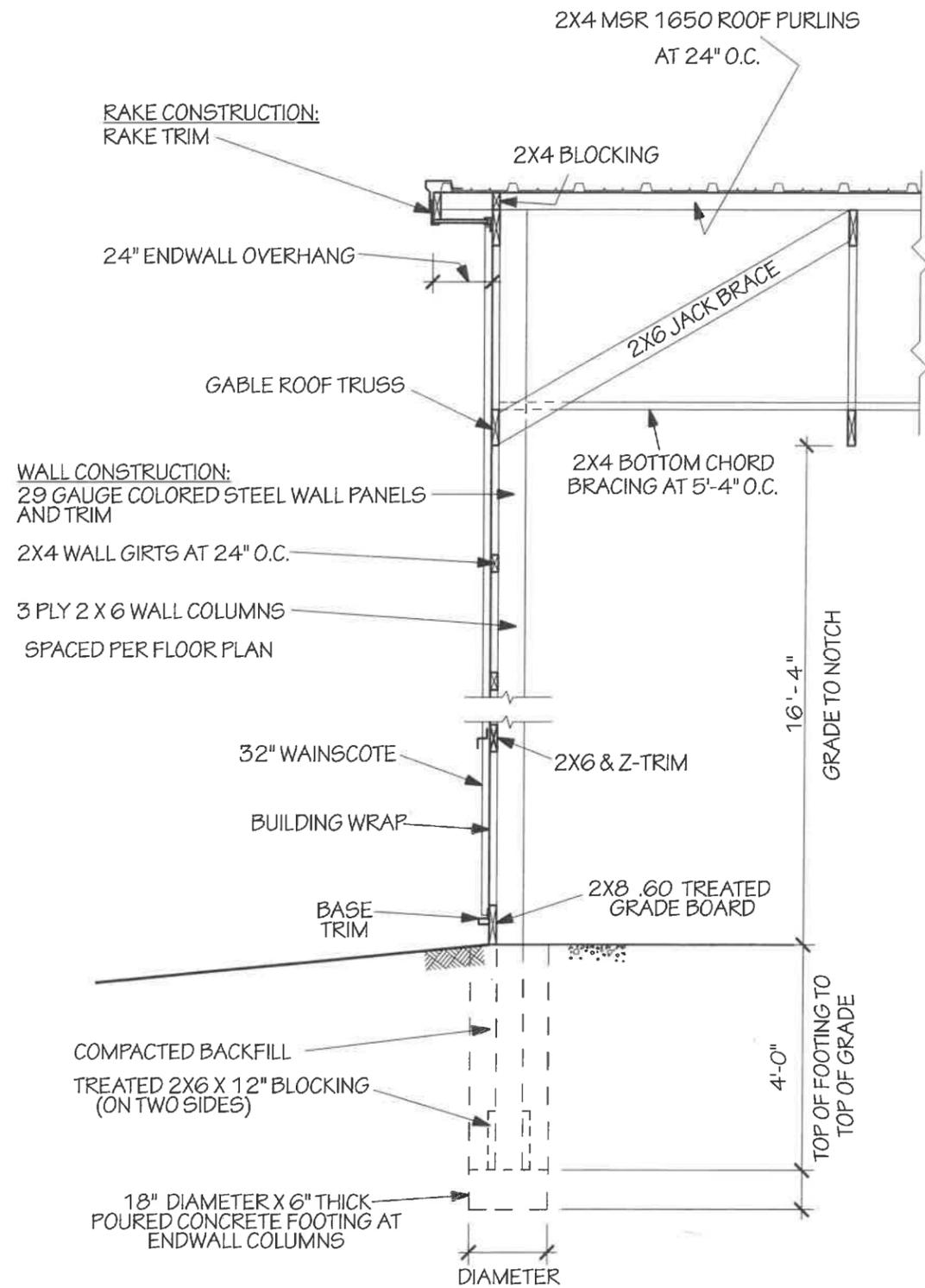
SIDEWALL SECTION

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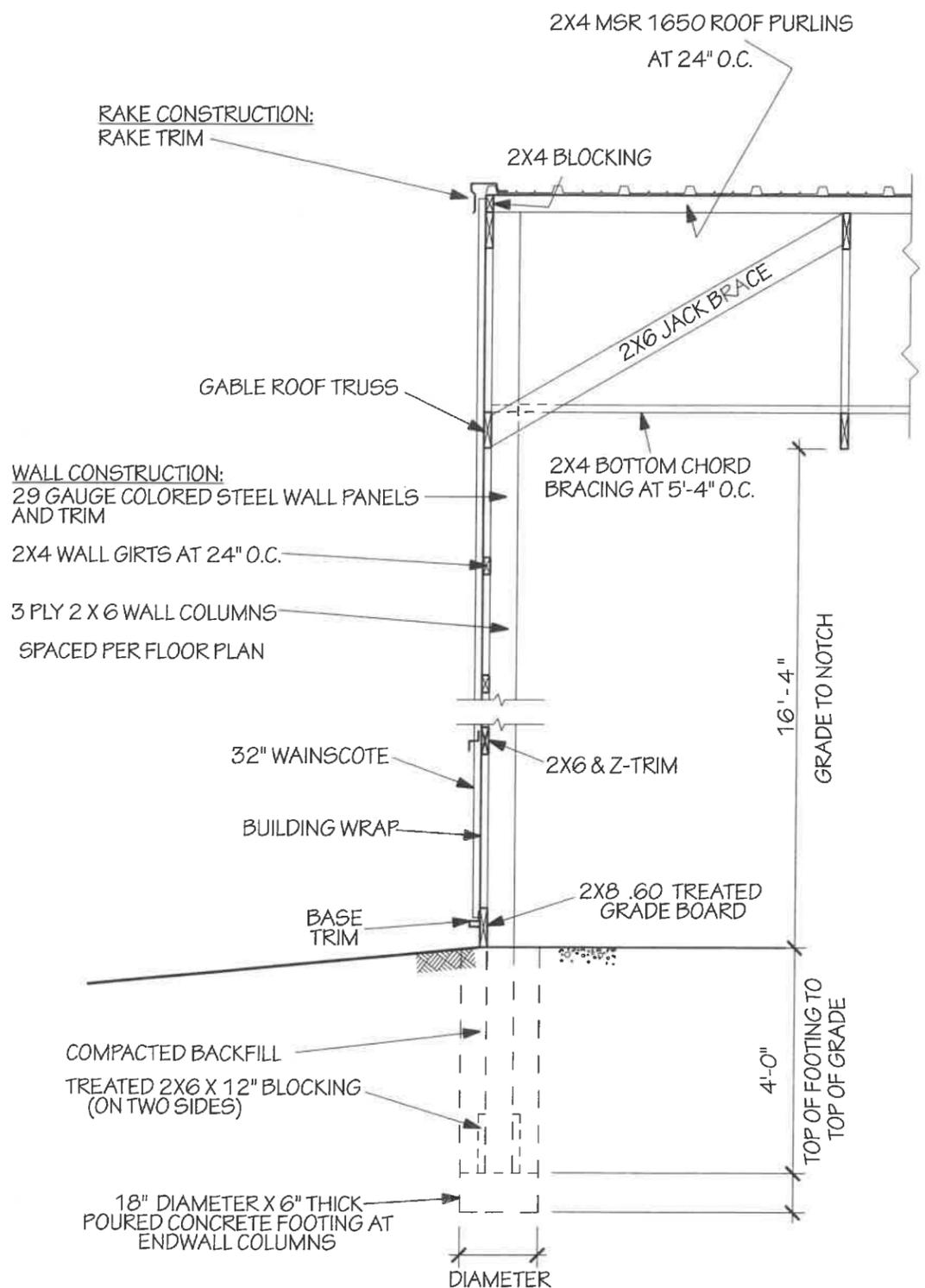
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ENDWALL 1 SECTION



ENDWALL 2 SECTION

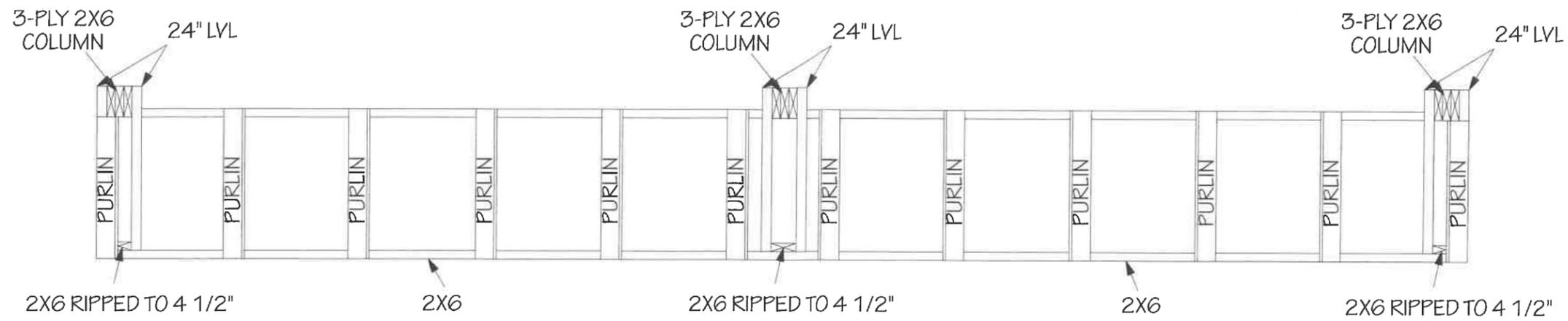
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 DATE: 8/15/2019
 SHEET: 4 OF 5

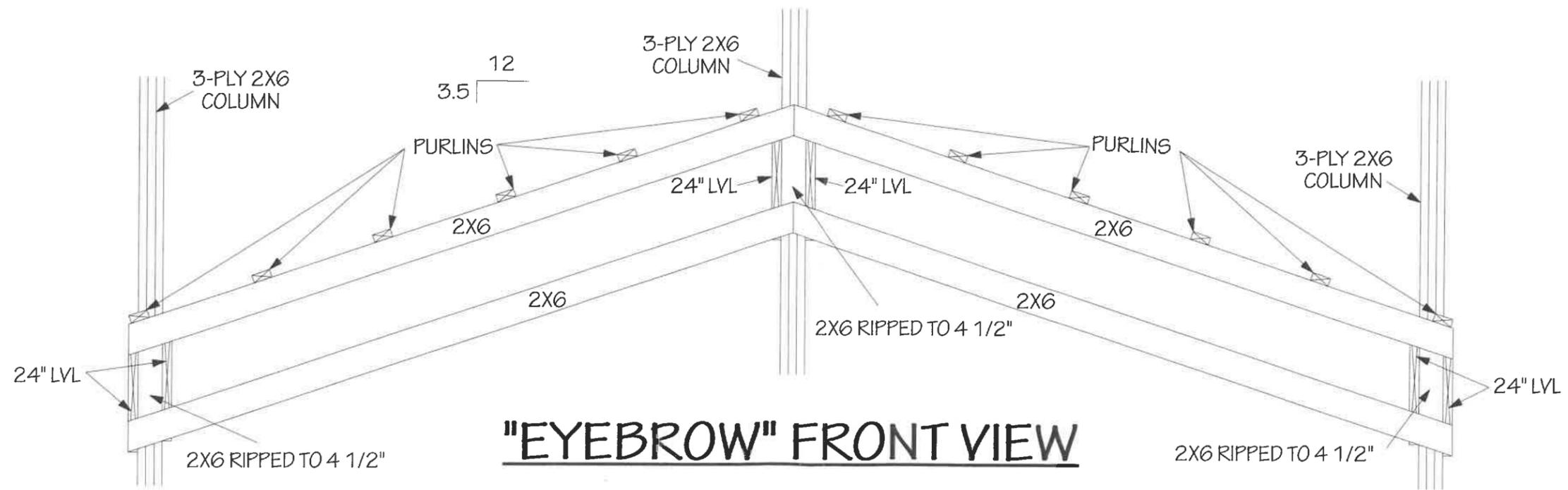
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"EYEBROW" TOP VIEW



"EYEBROW" FRONT VIEW

DRAWN BY: JOSH P.
 DATE: 8/15/2019
 SHEET 5 OF 5

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