

**CITY OF HANOVER  
PLANNING COMMISSION MEETING  
NOVEMBER 28, 2022  
OFFICIAL MINUTES**

**Call to Order/Pledge of Allegiance**

Stan Kolasa called the November 28, 2022, Planning Commission Meeting to order at 7:00 pm. Members present were Stan Kolasa, Jim Schendel, Dean Kuitunen, Gretchen Barrett and John Ganfield. Also present City Planner Cindy Nash, Council Liaison Jim Zajicek and Administrative Assistant Amy Biren. Some guests were present

**Approval of Agenda**

**MOTION** by Schendel to approve the amended agenda, seconded by Kuitunen.

**Motion carried unanimously.**

**Approval of Minutes from the October 24, 2022, Regular Meeting**

**MOTION** by Schendel to approve the October 24, 2022, minutes, seconded by Kuitunen.

**Motion carried unanimously.**

**Citizen's Forum**

None

**Public Hearing**

**Variance to the Impervious Surface Coverage at 10586 108<sup>th</sup> Avenue North**

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

Nash explained the request is for a variance related to the impervious surface coverage due to the desire to construct a deck and an enclosed porch. The construction of both items would bring them over the 25 percent requirement.

Zajicek asked if there were any concerns. Nash said that it could go either way and she did not make a recommendation. Planning Commission could recommend approval and in doing so, would need to recommend two conditions: the impervious surface coverage could not exceed 27 percent and that the variance is good for one year.

Barrett indicated that the applicant would need permission from the Bridges at Hanover HOA, but that she could bring that before the board.

No one from the public had any comments.

Kolasa closed the Public Hearing and re-opened the Planning Commission meeting at 7:06 pm.

**MOTION** by Kuitunen to send a recommendation of approval forward to Council with the conditions of not exceeding 27 percent impervious surface coverage and the variance is valid for one year, seconded by Schendel.

**Motion carried unanimously.**

**Unfinished Business**

**Variance to Impervious Surface at the Hilltop—29953 109<sup>th</sup> Avenue North**

Nash explained that it was for a variance and the site plan for the Hilltop. The applicant asked for the impervious surface coverage percentage be increased to 56 percent and to have longer than one year for the variance. The applicant also requested that an as-built survey requirement be eliminated.

Nash advised against eliminating the as-built survey requirement as it is a set precedence and required in many of the developer's or site agreements.

The Public Hearing was previously held so that is not on the agenda tonight.

Barrett asked what the extended timeline would be they were requested. Nash replied that she is not sure of what the timeline would be, but that the applicant was present tonight. Nash explained that the variance requires the start of construction within the one-year requirement, not the completion of the project.

Ann Slavec, applicant, asked for confirmation that only the start of construction is required as there are concerns about supplies and labor. Nash confirmed it. Slavec said that comments have been addressed that were outlined in the memo. There was spillage of light into a neighboring property and the lighting plan has been revised to prevent that.

Nash said that she and the engineer will verify that the conditions outlined in the memos are completed. This is very common for site plans and developments to have outstanding comments.

Slavec continued saying that they want to know for certain as one item may impact another item. She said that they have been delayed three years. Nash responded that the City has not been the cause of the delays during that time period.

Kuitunen asked for an explanation of what is going on with 109<sup>th</sup> Avenue/CSAH 19. Nash responded that her understanding is that a right turn lane will be required. She continued saying that the City's approval just says that it must be completed.

Slavec said that they moved the parking as it was too close to the bluff and completed other requests as well.

Schendel said that as long as they meet the conditions, it looks fine to him.

**MOTION** by Barrett to recommend approval of the variance for the Hilltop to the City Council with the conditions presented and with the impervious surface coverage not to exceed 56 percent, seconded by Schendel.

**Motion carried unanimously.**

**MOTION** by Barrett to recommend approval to the City Council of the Hilltop's site plan with the conditions included in the memos, seconded by Schendel.

**Motion carried unanimously.**

Nash stated that this will be on the City Council's agenda next week on December 6, 2022.

Slavec thanked the Planning Commission.

## **New Business**

### **Final Plat for the Highlands and Vistas at Crow River Development**

Nash indicated the final plat is before the Planning Commission tonight and staff is recommending approval of it with the standard conditions and a few that are specific to this development.

Kuitunen asked if there were any major changes from the preliminary plat to the final plat. Nash said that a lift station needs an easement over it and some of the outlots are more defined than previous versions. She gave the example of Outlot C would become incorporated with the neighboring lot and that Outlot E would more than likely be incorporated with Outlot A as both are wetlands. This will be discussed throughout the final plat process, developer's agreement and recording of the plat.

Kuitunen asked if the Planning Commission needed to discuss any of the conditions within each of the memos. Nash replied that it was not necessary as there is a specific condition that incorporates the conditions and comments in each memo.

**MOTION** by Kuitunen to recommend approval of the final plat for the Highlands and Vistas at Crow River and send it forward to the City Council with all the recommendations and comments from staff, seconded by Schendel.

**Motion carried unanimously.**

**Reports and Announcements**

Biren asked the Board members to review their time cards to ensure accuracy.

Kolasa reminded everyone that Caroling at the Historic Bridge is on Friday.

**Adjournment**

**MOTION** by Schendel to adjourn, seconded by Kuitunen.

**Motion carried unanimously.**

Meeting adjourned at 7:32 pm.

**ATTEST:**

---

Amy L. Biren  
Administrative Assistant