

**CHASKA PLANNING COMMISSION
MINUTES
SEPTEMBER 14, 2022**

1. Call to Order

Vice-Chair Lacey called the meeting to order at 7 pm.

2. Roll Call

Roll call was taken. Members present: Commissioners Lacey, Olson, Rylee, Aasen, and Gaare.

Members absent: Chair Brass and Commissioners Urbanski and Baswa

Also present: Nate Kabat, Community Development Director; and, Liz Hanson, City Planner.

3. Adopt the Agenda

Motion by Commissioner Olson, second by Commissioner Gaare, to adopt the agenda as presented.

Motion carried.

4. Visitor Presentation

No one appeared under Visitor Presentation.

5. Approve Previous Meeting Minutes

- a. Approve the August 10, 2022 Planning Commission Meeting Minutes

Motion by Commissioner Aasen, second by Commissioner Olson, to approve the minutes of the August 10, 2022 Planning Commission meeting.

Motion carried.

6. Consent Agenda

Commissioner Olson noted that when Hidden Maples came through Preliminary there was a condition that it would match or at least feel like it was in line with the neighborhood. He noted that this shows one change to one of the houses but nothing to the other three and asked what would be required from the builder as their checkpoint to make sure that happens.

City Planner Hanson stated that the City has only received one design for one of the houses and explained that staff will work with the developer on the remaining three homes. She noted that it can get tricky because they do not always have the house and building plans fully defined by the Final Plat stage until they get their client. She explained that staff would be reviewing those homes as they come in to ensure that they line up with the other homes in the neighborhood. She stated that they intend to work with the developer to make sure that they fit in as best as they can even though there isn't an ordinance that firmly controls the design elements.

Community Development Director Kabat confirmed that staff has had some back and forth conversations with the developer regarding the design but noted that there are legal limitations on how far they can push.

Commissioner Rylee asked for an update on replacement of Fireman's Park II with St. John's.

Community Development Director Kabat stated that this is an item for the Parks Board to be working on and he believes they are still working on reigniting those conversations.

Commissioner Rylee stated that he voted against this in the concept phase and will also be voting against the Final Plat. He explained that the update regarding the park was very disappointing and feels that it was a failure on the City staff's part that no progress has been made. He stated that eliminating a park is a big deal for the community and will have an impact on people.

Motion by Commissioner Olson, second by Commissioner Gaare, to **table action** on the Consent Agenda for one month to allow the developer to come back with final plans for all four homes to coincide with the condition of falling in line with the existing neighborhood:

- a. Recommend Approval of the Final Plat for Hidden Maples/Landmark Builders/PC #2022-53.

Motion carried.

7. Action Items

- a. PUBLIC HEARING: Recommend Approval of the Zoning Ordinance Amendment (ZOA) to Zoning Section 15.8 Administration and Enforcement/City of Chaska/PC #2022-49

Community Development Director Kabat presented the item to the Commission.

Commissioner Gaare asked about the possibility of creating a basic template that is based on the requirements.

Community Development Director Kabat stated that is probably a phase 2 kind of items surrounding the idea of developing a handbook for developers around best practices, noticing meetings, holding meetings, and could also include a template for recording the meetings.

Vice-Chair Lacey stated that he likes this idea because it gives an opportunity for a lot of concerns and answers to questions to happen way before it gets to the Commission. He noted that as they are educating the developers, he thinks the residents also need to be educated about the process and how they can get involved from the beginning rather than waiting until the end with concerns that could have been addressed earlier in the process.

Commissioner Rylee stated that when this notice comes out he asked if there was the ability to have a brief outline of what the process is so when someone gets the postcard that they understand all the different phases that a project has to pass through before it is officially final and isn't just one kick at the can kind of process. He stated that he thinks many times it is the lack of understanding about the process that creates angst.

Community Development Director Kabat stated that the City can continue to look at the postcard and the information included and how they can, most effectively, get the right message across. He stated that there is also a lot of focus on building the website presence and thinks there is a lot of potential within that arena. He gave the example of when a project is proposed that it would have a dedicated page with some sort of graphic that would help illustrate the full process and where the project is within that process.

Vice-Chair Lacey stated that there is a lot of development happening in the City and people are concerned. He suggested that the City look to hold a few public meetings for the education portion of this but likes the idea of the postcard and more information on where things are within the overall process.

Community Development Director Kabat noted that as the development pages are created for the website, they will be able to put a link on the postcards that will have greater detail. He noted that he fully expects, if this ordinance change is approved and enacted, that when they first start holding these neighborhood meetings they will learn some things which may require further refining of the ordinance. He stated that, in his opinion, this feels like a good place to start and launch this effort. He explained that the proposed ordinance language came out of other communities that have ordinances like this already in place, for example, Shakopee.

Vice-Chair Lacey noted that he had seen the Chanhassen sign coming off of 212 and it really stands out.

Commissioner Olson stated that he thinks this is a good change with relation to the meeting notice, the postcards, and the post write-up piece.

Community Development Director Kabat continued with his presentation regarding recommendations for the Phase 2 update.

Commissioner Rylee noted that he is happy with everything that he has seen and is happy to see staff moving forward with this initiative. He stated that he would like to put a plug in for social media as part of the Phase 2 items, because the world is digital now.

Vice-Chair Lacey opened the public hearing at 7:48 p.m.

There being no public comment, Vice-Chair Lacey closed the public hearing at 7:48 p.m.

Motion by Commissioner Rylee, second by Commissioner Aasen, to recommend the City Council adopt Ordinance No. 1021 approving the Zoning Ordinance Amendment (ZOA) to Chapter 15.08.

Motion carried.

8. Other Business

Community Development Director Kabat noted that at a recent meeting he had mentioned some discussions he had with an individual that conducts training for boards and commissions. He

stated that he has a proposal from this individual outlining a plan for training with the thought to wait until somewhere around February of 2023.

There was a consensus of the Commission to schedule Planning Commission training around February of 2023.

9. Receive Other Meeting Minutes

- a. Receive the August 1, 2022 City Council Meeting Minutes
- b. Receive the May 15, 2022 EDA Draft Meeting Minutes

10. Adjourn

Motion by Commissioner Aasen, second by Commissioner Olson to adjourn the meeting at 7:55 pm.

Motion carried.