

Minutes of the proceedings of the Planning Commission of the City of Champlin in the County of Hennepin and the State of Minnesota pursuant to due call and notice thereof

Regular Session
October 20, 2025
City Council Chambers

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| Call to Order | The Champlin Planning Commission met in Regular Session and was called to order by Chairperson Chad Darr at 7:00 p.m. |
| Pledge of Allegiance | Chairperson Darr led the group in the Pledge of Allegiance. |
| Roll Call | Present were: Chairperson Darr, Commissioners Jeff Kendall, Kathy Manemann, Jordan Simon, Bob Streitz, and Ben Uglem. Absent: Ryan Reider. Also present were City Engineer Heather Nelson and City Planner Lexi Smith. |
| Role of the Commission | Chairperson Darr briefly reviewed the role of the Commission. |
| Approval of Agenda (October 20, 2025) Motion | Motion by Commissioner Simon and seconded by Commissioner Manemann, to approve the agenda of the October 20, 2025, Planning Commission meeting as presented. All voted in favor, and the motion carried. |
| Open Forum | No one was present for open forum. |
| Approval of Minutes (June 30, 2025, and September 15, 2025) Motion | Commissioner Simon noted that under the Pledge of Allegiance, it should state " <u>Acting Chairperson Belterman Simon...</u> " It was also noted that the meeting should be reflected as a Special Meeting. Motion by Commissioner Manemann and seconded by Commissioner Simon, to approve the minutes of the June 30, 2025, Special Planning Commission meetings as amended. All voted in favor, and the motion carried. (Darr and Streitz abstained) Chairperson Darr noted that under the Pledge of Allegiance, it should state, "Chairperson <u>Belterman Darr...</u> " Motion by Commissioner Streitz and seconded by Commissioner Manemann, to approve the minutes of the September 15, 2025, Regular Planning Commission meetings as presented. All voted in favor, and the motion carried. (Simon and Uglem abstained) |
| Request by Three Rivers Park District for Lot Split of Property Located at 12650 Elm Creek Crossing | <p>Public Hearings</p> <p>The City Planner reported that in 2022, the City of Champlin acquired the property at 12650 Elm Creek Crossing as part of the City's goal to establish a greenway along the Elm Creek corridor. The acquisition was funded through the Outdoor Heritage Conservation Partners Legacy Grant Program. A small portion of the property, approximately 4,653.6 square feet, lies west of Elm Creek Crossing, separated from the main parcel by the roadway. All other property along the Elm Creek corridor on the west side of the roadway is owned by Three Rivers Park District (TRPD). TRPD has requested that this portion of land be transferred to their ownership. To facilitate this transfer, a lot split is required to divide the land. Staff recommends approval, subject to the conditions as noted in the staff report.</p> <p>Maggie Heurung, Three Rivers Park District Planner, stated that the requested lot split would allow a clean boundary between the TRPD and the City. She noted other properties TRPD has acquired in that area.</p> <p>Commissioner Streitz asked how the little piece of property came to be, and it was confirmed that occurred when the road was put through.</p> <p>Ms. Heurung noted that the land would remain as open space.</p> <p>Commissioner Kendall asked for more information on the Lessard-Sams Outdoor Heritage Council, noting the proposed condition that the approval would be contingent upon that approval.</p> |

The City Planner explained that the property was purchased through the grant program and, therefore, there are stipulations attached.

Commissioner Manemann commented that it does not appear that any funds will be paid for the transfer of land and asked if there are any pending special assessments on the property.

The City Planner confirmed that no funds would be transferred and there are no pending special assessments.

Motion

Motion by Commissioner Simon and seconded by Commissioner Streitz to recommend that the City Council approve the lot split, subject to the following conditions:

1. All costs associated with the lot split and property transfer shall be the responsibility of Three Rivers Park District.
2. All necessary approval from the Lessard-Sams Outdoor Heritage Council shall be obtained prior to finalizing.
3. The property shall be owned and maintained by Three Rivers Park District as part of the Elm Creek Park Reserve.
4. Hennepin County review comments shall be obtained prior to recording.
5. The lot split and deed shall be recorded with Hennepin County.

All voted in favor, and the motion carried.

It was noted that this item will move forward to the City Council at the November 10, 2025, meeting.

Review and Consideration of the 2026-2035 Capital Improvement Program

The City Planner stated that the Capital Improvement Plan (CIP) identifies capital projects and equipment purchases, provides a planning schedule, identifies options for financing the plan, and outlines planned municipal expenditures and public improvements for the next ten years. As a Comprehensive Plan component, approval of the CIP requires a public hearing by the Planning Commission and formal approval by the City Council.

The City Engineer provided an overview of the Pavement Management Plan and related projects proposed within the CIP, as well as other projects proposed for 2026.

Public Hearing

Chairperson Darr opened the public hearing at 7:29 p.m.

No comments from the public.

Commissioner Streitz referenced the pavement ratings for his neighborhood, which is proposed for improvement in 2028. He noted that the street is already identified in red and asked if projects are ever moved up in years, and whether the project would be a reconstruction.

The City Engineer stated that those streets were moved up from 2030 to 2028 in this version of the plan. She was unsure of the type of improvement that would be completed, but stated that it could be compared to the streets in this year's project, where a reconstruction was completed with spot curb and gutter replacement.

Commissioner Kendall referenced the 2026-2030 time period and asked about the amount of street reconstruction that would have funding from City, State, or Federal funding compared to assessment.

The City Engineer stated that typical street improvement projects include a special assessment of abutting properties, of up to 50 percent of the cost. She explained how the per lot fee is determined. She stated that drainage, water main, and sewer repairs are funded through the related enterprise funds and are not assessed to homeowners.

Commissioner Kendall asked and received information related to payment options for assessments.

Chairperson Darr referenced the west side of the 109th project and asked if that would wrap up this year.

The City Engineer stated that they have been making great progress and the road will reopen this year. She noted delays that occurred related to the Xcel power poles.

Other Business

There was no other business.

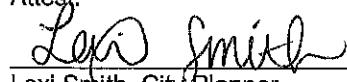
Adjourn
Motion

Motion by Commissioner Uglem and seconded by Commissioner Streitz, to adjourn the meeting. All voted in favor, and the motion carried. The Champlin Planning Commission meeting adjourned at 7:39 p.m.



Chad Darr, Chairperson

Attest:



Lexi Smith, City Planner

