

*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  
November 17, 2025  
City Council Chambers

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 Kathy Manemann, Ryan Reider, and Jordan Simon. Absent: Commissioners Jeff Kendall, Bob Streitz, and Ben Uglem. Also present was City Planner Lexi Smith.
Role of the Commission	Chairperson Darr briefly reviewed the role of the Commission.
Approval of Agenda (November 17, 2025) Motion	Motion by Commissioner Simon and seconded by Commissioner Manemann, to approve the agenda of the November 17, 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 (October 20, 2025) Motion	Motion by Commissioner Simon and seconded by Commissioner Manemann, to approve the minutes of the October 20, 2025, Planning Commission meeting as presented. All voted in favor, and the motion carried. (Reider abstained)
Ordinance Amending Section 381 of Chapter 126 of the Champlin City Code Regarding Accessory Buildings and Uses	<p><u>Public Hearings</u></p> <p>The City Planner explained that this Ordinance Amendment was initiated at the request of the City Council following a variance application that was tabled at the September 22, 2025, meeting. At that time, the Council directed staff to review alternative options to allow increased accessory structure square footage for residential properties. The current Code, last amended in 2019, is a tiered system for allowable accessory structure area based on total lot size. Staff reviewed accessory structure standards from 16 other cities. The analysis found that Champlin's Code currently allows larger accessory structures than most communities on smaller lots, but becomes more restrictive on larger lots. The most common approach is a flat maximum size on the accessory structure, regardless of lot size.</p> <p>The City Planner reviewed the current Ordinance regulations as well as details of the proposed amendment, which was developed based on feedback received from the City Council in its October 14<sup>th</sup> worksession. The Council concurred with the staff recommendation to establish a percentage-based standard with a maximum square footage cap. This would provide a simple and uniform approach. It would be simpler for staff to administer and for residents to understand. Staff recommends approval of the Ordinance Amendment as presented.</p>
Public Hearing	<p>Chairperson Darr opened the public hearing at 7:05 p.m.</p> <p>No comments.</p>
Motion	<p>Motion by Commissioner Manemann and seconded by Commissioner Reider, to close the public hearing. All voted in favor, and the motion carried.</p> <p>The public hearing was closed at 7:06 p.m.</p> <p>Commissioner Manemann asked what the current regulations would equate to percentage wise.</p> <p>The City Planner replied that the current Code has six tiers that range between an allowed range of two to eight percent.</p>

Commissioner Manemann recognized that each lot size would receive an increase if the amendments are adopted. She referenced a previous case the Commission considered for a garage expansion and asked if that proposal would be allowed under the new regulations.

The City Planner confirmed that the request would be allowed if the amendments are adopted. She noted that case was tabled by the City Council with the Council direction for staff to pursue these amendments.

Commissioner Simon referenced that planning case and asked if that request would still need to come back to the Planning Commission and City Council.

The City Planner replied that resident would not need to return to the Planning Commission but would return before the City Council. She stated that any accessory structure over 1,000 square feet would still require a Conditional Use Permit (CUP).

Commissioner Simon referenced setbacks, noting that there are no changes proposed, and received confirmation that setbacks would still be required. He stated that some cities have a cap to ensure that the accessory structure does not exceed the size of the home and asked why Champlin does not have that cap.

The City Planner provided input from the discussion of the City Council on that topic.

Chairperson Darr referenced a situation where someone may want to have a detached accessory structure with parking underneath and living space above, and asked how that would be regulated.

The City Planner replied that living space is not allowed within accessory structures in Champlin.

Chairperson Darr asked if a second home would be allowed on a lot.

The City Planner replied that would be considered an accessory dwelling unit (ADU), which is also not allowed in Champlin.

Commissioner Manemann stated that she likes how staff has proposed this solution.

Motion

Motion by Commissioner Simon and seconded by Commissioner Manemann, to recommend that the City Council approve the Ordinance Amending Section 381 of Chapter 126 of the Champlin City Code Regarding Accessory Buildings and Uses as presented. All voted in favor, and the motion carried.

The City Planner reported that this will go before the City Council at its meeting on November 24, 2025.

Project Updates

Other Business

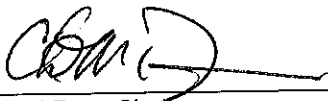
The City Planner provided a brief update on the construction progress of different development projects within the community. She also provided updates on City Council action on recent planning cases and other items of interest to the Commission.

Commissioner Manemann asked if all LAHA funds were expended this year.

The City Planner reported that 65 percent of the funds were used this year and anticipated that the program changes and increased marketing would increase participation in the program.

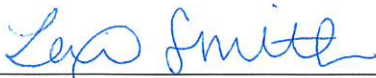
Adjourn  
Motion

Motion by Commissioner Manemann and seconded by Commissioner Simon, to adjourn the meeting. All voted in favor, and the motion carried. The Champlin Planning Commission meeting adjourned at 7:19 p.m.



Chad Darr, Chairperson

Attest:



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Lexi Smith, City Planner

