



City of Chaska

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History has demonstrated that there is a desire to present fully developed building plans and elevations when presenting to the City of Chaska Planning Commission for the Concept Site Plan submittal. We caution applicants not to present “complete concept designs” in this submittal. The Concept Site Plan submittal is the opportunity to have a conversation with the City, demonstrate the applicant’s observations/understanding of the Community and the site, and establish the projects objectives.

The Planning Commission was not established to create a hurdle to development, but to act as a resource for the applicant and advocate for the community.

FILING REQUIREMENTS

Unless waived by the Planning Department, you must provide all of the following items with the Site and Building Plan Review application by the submittal deadline. An incomplete application will not be accepted. Six large scaleable sets (24"x36" preferred) and 25 reduced copies (11"x17") of all drawings and 25 (8½"x11") of all written materials. Electronic submittal of all information is required.

Project Narrative

- ___ Identify how will the project contributes to and reinforces the Chaska Mission Statement (to be the Best Small Town in Minnesota) and its stated Core Strategies of: Chaska’s High Quality of Life in Enhanced, Taxpayers Perceive they are Getting Cost-Effective Service, Well-Planned and Orderly Community Development is a Priority, A Sense of Community and Small Town Values are Maintained, and a Commitment to Excellence (details attached). The ownership and use of the building may change over the life of the years, how will the physical characteristics of this project enhance and reinforce the values of the City of Chaska.

- ___ What are the project goals or guiding principles (five or so) the owner has defined for the project (Examples: quality of work environment, costs of operations, community resource, sustainable initiatives, reinforce a mission statement, community connections/support, design brand statements).

Contextualism and the Understanding of Place

The City of Chaska has been blessed with a unique landscape and progressive attitude regarding land use, public spaces and commitment to the quality of amenities for residents. We have been recognized with numerous awards and honors for our accomplishments and commitments to enhancing the way that development utilizes the land resource. To that end, the expectations for project development include a demonstration that thought has been given to community and the land resource.

- ___ Existing Conditions Plan (i.e., boundary survey/current aerial photograph, of the property and its relevant surrounding that shows the existing property lines and dimensions, easements, buildings, street and railroad right’s-of-way, major utilities, topography, natural features, and waterways).

The basic step in the design process is the understanding of what the site holds as potential within the surrounding context and relationships. Encoding is the abstract or symbolic process documenting the existing visual language: identity, shape, scale, relationships, proportion, and activities/links. This is a diagrammatic study of the site and surrounding area should demonstrate an understanding and analysis of topography, hydrology, vertical relationships and the public views. It is the applicant's opportunity to demonstrate an understanding of the qualities and uniqueness of the area, the City of Chaska, the neighborhood and site. The presentation could include:

___ Maps, plans, sections, bubble diagrams/cartoons, or photographs.

Programming and Project Opportunity Development

The City of Chaska understands that the needs of applicants are often unique and user specific. The City strives to understand those issues and needs which impact the design's development, use of the land resource and impacts on the community.

Items to be addressed:

- ___ Master plans are required for larger sites or sites that contain multiple buildings/uses to discuss the provision and maintenance of common site amenities (i.e., entrance monuments, landscaping, lighting, etc.)
- ___ Applicants should demonstrate how their building "fits" into the existing fabric of the area considering:
 - ___ Scale
 - ___ Mass
 - ___ Architectural/Site detailing
 - ___ Landscape Elements
- ___ Identify site features (and externalities – both positive and negative) that could influence the development and the design. (Views, location of utilities, public connections, adjacent residential neighborhoods or open spaces)
- ___ Describe/Illustrate why the building should be placed in the given location
- ___ Provide description or photographs of building materials
- ___ Provide a colored perspective/rendered elevations of the proposed building.
- ___ Describe how the site will connect with the community: pedestrians, bikes, vehicles
- ___ Illustrate the community views into the site from: trails/sidewalks, adjacent residential areas, important intersections, entrance to the site, etc.
- ___ Identify opportunities for transparency/views (into and out of the building)
- ___ Identify potential traffic impacts, roadway improvements, etc.
- ___ Describe why the site will be graded in a specific manner
- ___ Identify both existing and proposed site drainage
- ___ Identify concept storm water drainage areas/patterns, holding ponds, etc.
- ___ Identify ideas for the image/brand of the project, which could include signage.

The efforts of the applicant and discussion with Public, Planning Commission and City Council from the Concept Site Plan submittal are expected to inform the design study and site development throughout the subsequent processes.

PROCEDURE

1. The developer and consultants shall meet with Planning Staff to explain proposed project and to receive information from staff relative to the site, prior to commencing project design.
2. Consult with the Community Development Department to determine the ordinances and procedures that apply to your project. Request application packet from Planning Staff.
3. The completed application and required development fees, along with all supporting documentation requested herein must be returned on or before the established submittal date and time.

Late and/or incomplete submittals will not be placed on the Planning Commission agenda.

4. The Planning Director will schedule a review date with the Planning Commission after preparing a report and recommendation. The Director will mail a courtesy notice to property owners within 350 feet of the subject property. A copy of the staff report will be mailed to the applicant on the Friday before the Planning Commission Meeting.
5. ***As the applicant, your presence is expected at all Public meetings.*** The Planning Commission meets on the second Wednesday of each month. Depending on the Planning Commission recommendation, the proposal will either go on to the City Council or come back to the Planning Commission for further review.
6. Following Planning Commission approval, the proposal will be presented to the City Council. The City Council meets on the first, third and fifth Mondays of each month.

NOTES

1. It is strongly encouraged that all applicants meet with all adjacent/impacted property owners before you submit a formal application. Any conflicts that you can resolve ahead of time will make it easier and faster for the City to process your application.
2. The Planning Director may require a consultant, such as a traffic engineer, landscape architect, forester or appraiser, to participate in the review of your application. If the Director requires a consultant's review, you must provide cash escrow to pay this fee. City staff will notify you if the Director requires a consultant.
3. The submittal shall conform to Chaska's Electronic Plan Submittal Requirements.

MISSION STATEMENT

to be the “Best Small Town in Minnesota”

The primary mission of the City of Chaska is to enhance and maintain the high quality of life of its “share holders”, the citizens of Chaska, which has been nurtured in the community since its inception in 1854. Consistent with its mission the City will strive to maintain its unique, historic, small town image and sense of community while supporting well-planned, orderly growth. The mechanism for obtaining these objectives is through the use of proper community planning, enforcement of local ordinances and State statutes, economic development, and provision of quality municipal services.

Community growth is to be emphasized in the area of quality industrial and commercial development. Quality, balanced residential development is also encouraged consistent with local demands.

Orderly growth should promote expansion of the City’s tax base, supply employment opportunities, and provide for reasonable diverse shopping opportunities.

The City will strive to provide quality, basic municipal services in the areas of Police, Fire, Public Works, Utilities and Parks & Recreation while maintaining an average to below average property tax level. Although the City will generally not look to provide “luxury municipal services”, it will seek to provide all services in the most cost effective mode and administer these services to the citizens of Chaska fairly and equitably. The City will attempt to structure service delivery in order to allow that those benefiting from various services also assume the financial responsibility. When economically feasible the City will support innovative and creative service concepts.

In pursuing these goals the City Council will attempt to be pro-active and strive to initiate policy consistent with these objectives. Citizens will be viewed as customers of City services and a priority will be given to obtaining feedback and communicating with our customers. Quality professional staff will be encouraged to implement on a day-to-day basis the overall mission and goals established by the City Council.

CORE STRATEGIES

CHASKA'S HIGH QUALITY OF LIFE IS ENHANCED

- Diverse leisure opportunities are available, including artistic, cultural, and sporting events.
- A variety of housing and employment opportunities are provided, permitting residents to live and work within the community.
- A quality educational system is supported.
- Natural resources, open spaces, and parks are improved and protected, and environmental preservation is a commitment.
- Residents experience the positive aspects of both a small town and the readily accessible cosmopolitan offerings of the Twin Cities.
- Citizen efforts to maintain and strengthen their neighborhoods are encouraged.
- Residents have a sense of security; crime is not perceived to be high.

TAXPAYERS PERCEIVE THEY ARE GETTING QUALITY COST-EFFECTIVE SERVICE

- Quality, basic, municipal services are provided.
- City property taxes are in the lower 25% of Twin Cities' communities.
- Municipal services are provided in an innovative cost-effective manner.
- City services are structured so that those benefiting from a service assume its financial responsibility.
- The City recognizes that quality, effective services are provided by committed, professional employees who are encouraged to actively participate in decision-making and are given adequate resources to complete their job.
- Chaska's Electric Utility meets its mission of providing reliable electric service, with competitive rates and contributes profits to reduce property tax levels.
- Customer opinions and ideas are surveyed regularly and are valued.

WELL PLANNED AND ORDERLY COMMUNITY DEVELOPMENT IS A PRIORITY

- New residential and industrial development is planned so that it has a positive impact on the community's quality of life and supports Chaska's small town values.
- Older housing and commercial uses are maintained, renewed, or developed.
- A quality, corporate community is aggressively promoted, resulting in a strong employment and tax base.
- New development is consistent with Chaska's 2030 Comprehensive Plan and balanced with the capacity of the community's infrastructure.
- A priority is placed on developments that enhance community interaction.
- Standards are enforced to improve the quality and appearance of buildings and open spaces.
- Public infrastructure is well maintained and future capacity expansions are anticipated.

A SENSE OF COMMUNITY AND SMALL TOWN VALUES ARE MAINTAINED

- Residents have reasons to be proud of Chaska.
- Chaska's community values are supported and practiced.
- Citizens are provided opportunities to meet and interact with each other through both formal and informal activities.
- Citizens and businesses have opportunities for involvement in the community and in the local decision making process.
- Chaska's history is preserved and understood.
- Citizens actively participate in civic, religious, and other volunteer activities.
- An emphasis on family, neighborhood, and intergenerational interaction is nurtured.
- Meaningful communication with municipal customers and citizens is a priority.

COMMITMENT TO EXCELLENCE

- Long range, strategic planning is a priority in all areas.
- Decision makers are proactive, as opposed to reactive, with an action orientation.
- An organizational environment, which encourages entrepreneurship and risk taking, is supported.
- Continual efforts are made to cooperate and coordinate services and planning with the Chaska School District, Carver County, and neighboring communities.
- Quality customer service is a key priority.
- Employees are empowered to provide quality service.
- Positive relationships among elected officials are maintained within and outside the community.
- Employees are recognized as the organization's key resource.