



Minutes
Planning & Zoning Commission
April 11, 2018

A. CALL MEETING TO ORDER

M. Willcoxon called the meeting to order at 7:00 pm.

Members Present: Chairperson M. Willcoxon, Vice Chair P. Carlson, J. Johnson, D. Carlson

Members Absent: None

Others Present: Supervisor B. Seekon, Planner E. Maass, Planner K. Bearinger, Town Clerk K. Wood, 4 people (signed in).

B. PUBLIC COMMENTS *(ITEMS NOT ON THE AGENDA)*

J. Wickoren has a parcel that he is looking get information regarding a lot line adjustment. Added under: New Business C. John Wickoren.

C. ADOPT THE AGENDA

J. Johnson made a motion to adopt the agenda. Second by D. Carlson. Add C. John Wickoren under New Business. All in favor, motion carried.

D. APPROVE THE MINUTES OF THE MARCH 14, 2018 PLANNING COMMISSION MEETING

J. Johnson made a motion to approve the minutes of the March 14, 2018 Planning Commission meeting. Second by P. Carlson. All in favor, motion carried.

E. OLD BUSINESS

a. Schedule of Fees

M. Willcoxon said the plot recording fee and consent to plot are done with the County and he felt they should be removed. M. Willcoxon asked K. Bearinger about the lot line adjustment permit and he said it is similar to any other zoning fee.



They would probably have to charge a site inspection: \$75.00. M. Willcoxon said they may only need to go out once, if at all. D. Carlson said they can charge if they need a site visit.

P. Carlson asked if there was an easement fee and J. Johnson asked what the County charges for it. K. Bearinger did not know. M. Willcoxon asked him to research this further.

M. Willcoxon asked the Planning Commission to look at the current fees and told them to note they have now been brought up to what the County charges.

M. Willcoxon said the EAW Processing fee should be removed. D. Milles said it could be required and felt \$500 would be an okay charge. D. Milles suggested passing it as a resolution. They agreed to remove the EAW fees from the schedule of fees. J. Johnson asked K. Bearinger to contact the Town Board to have them adopt a resolution regarding EAW.

M. Willcoxon asked if the grading and filling permit was okay at \$125. After discussion, M. Willcoxon asked E. Maass if he is comfortable with what the Township is charging. E. Maass said \$125 is a good amount for grading and filling. "In shorelands only" was removed from grading and filling permits.

E. Maass is going to put something together regarding lot line adjustments because there is nothing in the ordinance referring to them. E. Maass said sometimes it is something the neighbor wants to be notified of and sometimes it can be done administratively. If they want to record an easement they go to the County. E. Maass said one way they could have it drafted is by having it reviewed by the Zoning Administrator. The Planning Commission felt the charge for a lot line adjustment permit should be \$50.

Home demolition performance bond: P. Carlson said it should be \$10k and \$1k for a garage instead of \$5k. Everyone was in agreement.

b. Karmel Ave Complaint

M. Willcoxon said this is 22 acres owned by 3 brothers. All of the equipment and junk was put on the property owned by all 3 brothers. He suggests another letter be sent. A warning letter needs to be sent with a 30 day time limit. M. Willcoxon directed E. Maass to write a letter and email it to K. Wood to send out to the three individuals who own the property.



J. Johnson asked if the Township has someone who cleans up the property. M. Willcoxon said the Township could bring it to court and the property owners could be found in contempt of court if owner did not follow court order.

F. NEW BUSINESS

a. Chapter 6: D. Zoning Administrator

M. Willcoxon said E. Maass had suggested some changes to D. Zoning Administer in Chapter 6. He would like to change a and b to:

- a. Township Planning Consultant
- b. Planning Commission Member

E. Maass said often it will say whoever may “designate as needed”. E. Maass is going to draft the changes.

J. Johnson is going to ask about the State surcharge fee and the possibility of eliminating it. E. Maass is going to check with Tara from the County.

b. New Planning Commission Member

M. Willcoxon said Dave Millis and Lisa Sinna are interested in being on the Planning Commission. M. Willcoxon said they will not be voting on the member. The Board will make the decision. M. Willcoxon said he would like the person who does not come on board to be an alternate. If someone is not in attendance, they would always have a 5 member commission.

P. Carlson said they have two qualified people and they do not want to let one of them get away. J. Johnson said he likes the five member committee. M. Willcoxon agreed and said the seven member commission was too much.

E. Maass said many communities have alternate members. He recommends staying with a five member committee. J. Johnson asked who would fill in if the chair was gone. It would be the Vice Chair.

B. Seekon asked if the Planning Commission was going to make a recommendation. M. Willcoxon said no. E. Maass explained that it is not a good idea for the Planning Commission to direct the Board who will be the alternate or member because there are four members and two candidates.

D. Milles said he is okay with either being an alternate or a member of the Planning Commission. B. Seekon said he was going to call Lisa Sinna.



M. Willcoxon said the alternate would engage in the conversation, they just would not vote when they are not filling in.

c. John Wickoren

J. Wickoren said he has been in contact with E. Maass. He had a map in which the Planning Commission requested copies.

M. Willcoxon recessed the meeting at 8:26 pm for the purpose of printing copies

M. Willcoxon called meeting back to order at 8:30 pm

He has a 15 acre lot and a 10 acre lot.

Currently, he has two buildable lots and when this is done he still wants two buildable lots. He wants to end up with a 5 acre and a 20 acre lot. He will build on the 20 and his sister will live on the 5 acre. The red is the proposed 5. The easement is a public easement. He has a 33' easement on his lot

E. Maass said it will stay as two lots and not create any additional lots. If you look at the RRA, the frontage can be 2 rods by an easement. E. Maass stated as long as all of the pieces work, it is okay. M. Willcoxon said he is okay with it if it checks out. J. Johnson asked if it was high and buildable. J. Wickoren responded, yes.

M. Willcoxon asked if it was close if he could do a variance. E. Maass said the property owner would have to show practical difficulty.

J. Wickoren said he does not want to waste the money paying Kelly Jordan (WSN) if it is not going to work out.

D. Carlson said as long as it is a 20 acre and a 5 acre, they would likely approve it.

M. Willcoxon said they want it to go through but it has to be legal.

E. Maass said we are going to add a portion to the ordinance regarding lot line adjustments.

P. Carlson asked who plows the road and J. Wickoren replied that he does.

E. Maass said to include the easement number on the survey to see the reason the easement was created. E. Maass said it should be on the title.

D. Carlson said they want to let people use their land but there are rules in place.



G. COMMISSIONER/TOWN BOARD REPORT

B. Seekon said there is a new truck for the Planning Commission to use. It is a Dodge 1 ton with a hitch and is parked at the maintenance shed.

There was a road committee meeting and he left the meeting because the plan has changed from the other meetings. He said there have been meetings in between meetings. B. Seekon said the initial point was so that the guys do not have to run the grader so far. P. Carlson said he thought they were only going to do a few miles of road to test it. D. Carlson said they should contact an Engineer. B. Seekon said there were engineering problems on Hemingway. B. Seekon said they are expecting Maintenance to do all of the prep work and that concerns him. D. Milles said if they run into a problem they are going to stop. M. Willcoxon said the double chip seems like it is pretty tough because they are running logging trucks over it in Wisconsin. J. Johnson said the City of Wyoming was not aware of double chip seal.

Senator M. Koran talked about solar and noted that Lent Township has the best solar ordinance in Chisago County. He mentioned they are seeing another round of solar coming in and Chisago County is redoing their ordinances. Solar is the number three tax payer in the County. We have 300 megawatts of capacity and they are going to get the necessary information regarding the available properties. B. Seekon said the Township is lucky to have the ordinances in place.

H. NEXT REGULAR PLANNING COMMISSION MEETING IS MAY 9, 2018 AT 7:00 PM.

I. ADJOURN

P. Carlson made a motion to adjourn the meeting at 9:02 pm. Second by J. Johnson. All in favor, motion carried.


Mike Willcoxon, Chairperson


Kelly Wood, Clerk

