



Minutes
Planning & Zoning Commission
March 14, 2018

A. CALL MEETING TO ORDER

M. Olson called the meeting to order at 7:03 pm

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

Members Absent: D. Carlson

Others Present: Supervisor B. Seekon, Planner E. Maass, Planner K. Bearinger, Town Clerk K. Wood, 1 member of the public (signed in).

B. PUBLIC COMMENTS (ITEMS NOT ON THE AGENDA)

L. Sinna said she would like to join the Planning Commission. She was told she could submit a letter of intent.

C. ADOPT THE AGENDA

M. Willcoxon made a motion to adopt the agenda. Seconded by P. Carlson.

M. Olson added under Old Business C. Planning Commission Members

All in favor, motion carried.

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

M. Willcoxon made a motion to approve the minutes of the February 14, 2018 Planning Commission Meeting. Seconded by P. Carlson. All in favor, motion carried.



E. OLD BUSINESS

a. Schedule of Fees

M. Olson handed out the Township and County's fee schedule to compare the two. It also shows the difference between the language for a major and a minor CUP.

M. Olson did not feel the Township had to charge as much as the County.

P. Carlson said the sign fee should be higher. He said it should be \$75.00 to match what the County charges.

M. Willcoxon said he feels they should charge what the County charges on everything.

M. Olson said the Planning and Zoning fund is supposed to be spent and not built up. There was no levy for PZ for 2019. P. Carlson said the time K. Wood and B. Seekon spend on PZ should be paid out of the PZ fund.

E. Maass stated the Township's CUP prices are very low. There was discussion on whether or not to adopt the County's permit pricing. There should be some wording regarding on what to keep when someone applies for a CUP. Eric said there is a line item stating they agree to pay Lent Township for anything "over and above". This would include WSB charges, postage, etc. An invoice would be sent to the applicant.

M. Willcoxon made a motion to use the County pricing on the Zoning applications and to add the zoning and platting fees. P. Carlson seconds.

M. Olson asked where grading and filling come in. They are \$125.00 (in shoreland only) which is the shoreline overlay district. They decided to remove "(in shoreland only)" on the Grading & Filling Permit.

P. Carlson clarified that the Township charges for window replacement. K. Wood said the charge for the permit is \$101.00.

There was discussion regarding the language used for a major and minor CUP. M. Olson suggested keeping the current language.

M. Willcoxon is going prepare the numbers for K. Wood to give to the Board for approval at their meeting.

All in favor, motion carried.



b. Zoning Administrator and Deputy Zoning Administrator

P. Carlson said he would not mind being a Deputy Zoning Administrator. M. Willcoxon said they need someone with credentials to be Zoning Administrator.

M. Olson said that he was spending a lot of time with people and dealt with neighborhood complaints calling him directly.

M. Willcoxon said he would be willing to go out on a job to do a site visit, but just doesn't want it to consume his life.

E. Maass said that he and K. Bearinger could be a filter before residents go to PZ. Initially, K. Wood will refer them to WSB.

P. Carlson made a motion that the Town Planner is the Zoning Administrator. Second by M. Willcoxon.

J. Johnson said he feels that is the best idea because they already know the ordinances and it is going to give the Township the best service.

E. Maass is \$94 per hour and K. Bearinger is \$77 per hour.

E. Maass said he doesn't *nickel and dime* the Township and when he was working on the solar gardens he answered phone calls from other municipalities. When he is working on other projects he is helping the Township out as well. He does not always charge us when he can answer a quick email or call.

J. Johnson asked if there is some sort of contract to sign. There is a retainer model too. B. Seekon said he would rather pay for the work that is done.

Site inspections would be done by the PZ or WSB.

J. Johnson feels this will be a seamless transition and likes the fact that residents (PZ members) will be doing site visits.

All in favor, motion carried.

c. Planning Commission Member

M. Willcoxon is likely to be unavailable for part of the winter and M. Olson is likely to be unavailable during parts of the summer. They do not know if they can maintain a solid 5 member committee. They wanted to know if they can have an



alternate member. M. Olson would attend in the winter months and M. Willcoxon in the summer months.

E. Maass said no, but they could expand to a larger committee. They can pass an ordinance where they can attend remotely, but cannot vote. They would have to attend in a public location and post it.

M. Olson said he thought he would come to the meeting when M. Willcoxon was not in attendance and vice versa.

M. Willcoxon said P. Carlson and M. Olson have been here a long time. He continued to state how valuable their knowledge is. E. Maass is going to look into it. M. Olson said they are just an advisory board so he does not understand why there would be an issue.

P. Carlson said D. Carlson is often gone for softball so they could just fill out a schedule. P. Carlson said they should have E. Maass look into it.

B. Seekon said he does not like the idea of splitting time. He said if they cannot make the commitment, they will find someone who can. He has been told that people have known a lot in the past, but they have been able to figure it out and move on without them.

F. NEW BUSINESS

None

M. Olson said that he has spent too much time working on Planning and Zoning and he is not going to continue on as a Planning Commission member.

G. COMMISSIONER/TOWN BOARD REPORT

B. Seekon said it was a great Annual Meeting this year. P. Carlson said a lot of money was being spent on gravel. B. Seekon said he does have his concerns with turning all the gravel roads into asphalt or double chip seal.

M. Willcoxon said the amount of research seemed a bit limited.

B. Seekon said they will be doing a 3 mile test with the double chip seal. B. Seekon said he was worried about the dead end roads and the garbage trucks tearing them up.



E. Maass suggested getting the Engineering Company out there before making any decisions. Even though everyone feels the base is in good shape it is important to spend the money instead of possibly disappointing residents.

M. Olson said Lee the Maintenance person at Franconia Township would be a good resource. B. Seekon can talk to him and get some input to share with the road committee.

Hemingway Ave by the Town Hall has already been budgeted for this year to be blacktopped.

M. Olson made a motion to make Mike Willcoxon Chair and Phil Carlson Vice Chair of the Planning Commission. Seconded by M. Willcoxon. All in favor, motion carried.

M. Willcoxon thanked M. Olson for his time on the Planning Commission.

H. NEXT REGULAR PLANNING COMMISSION MEETING IS APRIL 11, 2018 AT 7:00 PM.

I. ADJOURN

P. Carlson made a motion to adjourn the meeting at 8.58 pm. Seconded by M. Willcoxon. All in favor, motion carried.

Mike Willcoxon, Chairperson

Kelly Wood, Clerk