



Minutes
Planning & Zoning Commission
May 9, 2018

A. CALL MEETING TO ORDER

Chair M. Willcoxon called the meeting to order at 7:04 pm

Members Present: Chair M. Willcoxon, Vice Chair P. Carlson, D. Milles, D. Carlson

Members Absent: J. Johnson

Others Present: Planner E. Maass, Planner K. Bearinger, Supervisor B. Seekon, Clerk K. Wood, 0 people (signed in).

B. PUBLIC COMMENTS (ITEMS NOT ON THE AGENDA)

No Public comments

C. ADOPT THE AGENDA

D. Milles made a motion to approve the agenda. Second by P. Carlson. All in favor, motion carried.

D. APPROVE THE MINUTES OF THE APRIL 11, 2018 PLANNING COMMISSION MEETING

P. Carlson made a motion to approve the minutes of the April 11, 2018 Planning Commission Meeting. Second by D. Carlson. All in favor, motion carried.

E. OLD BUSINESS

a. New Planning Commission Member

M. Willcoxon introduced the new Planning Commission member, Dave Milles and noted Lisa Sinna is the alternate member. It was passed by the Board last month.



b. Karmel Ave Complaint

M. Willcoxon said letters were sent to the property owners and one more will be sent.

F. NEW BUSINESS

a. Proposed Text Amendment to Chapter 6: D. Zoning Administrator, Changes to Chapter-10-Appendices-to-Official-Land-Use-Regulations, Addition to Chapter 2 regarding Lot Line Adjustments (Ordinance 2018-2) Public Hearing

K. Bearerger talked about the proposed changes to Chapter 6 regarding the Zoning Administrator.

“The Township Planning Consultant” will replace the “Township Supervisor serving as advisor and liaison on land use regulations”.

The “Chair or” was added to ‘b’.

The second portion for the proposed text amendment was regarding fees in Chapter 10. There was discussion with reference to the EAW Processing Fee. D. Milles said it should be done through a special resolution because the Township will not prepare it. P. Carlson said the fee may be a good idea in case a public hearing is needed. D. Carlson agreed that a fee was necessary. D. Milles suggested adding language to the ordinance. After discussion, the Planning Commission agreed on the \$500.00 fee.

There was also discussion regarding the demolition permit. M. Willcoxon noted the Demolition permit only has a bond and not a permit listed. He noted what the County charges.

D. Milles said it should be \$500 for a demo permit. All were in agreement. P. Carlson said it should be less for an accessory building. M. Willcoxon said an old garage could have asbestos. D. Carlson thought an accessory building permit should be the same as a primary structure. P. Carlson said he does not agree with that. M. Willcoxon said the number he has seen is \$100 for an accessory structure.

They decided the demo permit will be: Primary structure \$500 permit and \$10k bond.

E. Maass explained the final part of the proposed ordinance pertaining to lot line adjustments. The following language is proposed to be added to Chapter 2:

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Lot Line Adjustment - When a proposed subdivision realigns common lot lines and by so doing does not create additional buildable lots and does not create any lot which is substandard for the applicable zoning district, or any overlay district, in which it lies and for which is not created a need for a new road, such new property description may be approved by the zoning administrator if it is found the resulting configuration will not have adverse effects on surrounding property. Should the zoning administrator determine that the realignment of common lot lines may have an adverse effect on adjoining property, the zoning administrator shall require the subdivision to proceed pursuant to applicable provisions of this Code.

M. Willcoxon opened the public hearing at 7:40 pm

D. Milles made a motion that previous discussion of this draft ordinance as recorded in the minutes be submitted as testimony to support the ordinance.

P. Carlson seconds. All in favor, motion carried.

M. Willcoxon closed the public hearing at 7:42 pm

b. Draft ordinance regarding Planning Commission makeup (alternate) (2018-3)

E. Maass explained the new language regarding the makeup of the Planning Commission. The Planning Commission will be made up of five permanent voting members and one alternate member. The alternate will be involved in discussion, but can only vote when they are filling in for a voting member.

B. Seekon asked if the alternate member could fill a vacancy. E. Maass said if one if the 5 Planning Commission members were to leave, the alternate would have to apply to become a primary member. They would open up the spot for anyone to apply, but they are likely to become the permanent member.

The Planning Commission agreed on the language presented by E. Maass and there will be a public hearing at the June Planning Commission meeting.

c. Chisago County Solar Ordinance

E. Maass said he has not had much time to review it yet. The Township cannot be less restrictive than the County. The County has added an administrative permit. D. Milles asked if there are specific permits in the statute because he does not understand how they are able to do this. The Planning Commission discussed



their thoughts on the County's permitting process. E. Maass said he will call T. Guy at the County and will bring a staff report to the June meeting.

G. COMMISSIONER/TOWN BOARD REPORT

B. Seekon said they have been working on prepping the roads and putting culverts in. They have had a few snags with gas lines. D. Carlson asked if Maintenance is doing the prep work. B. Seekon said they are looking at having a company do some prep work on the west side of the freeway.

D. Milles said they have agreed on the roads to be hard surfaced. There is a list of double chip seal and blacktop roads. The bids are posted and will be opened June 4 at 10:00 am. Construction is slated to start after the 4th of July.

M. Willcoxon asked if North Branch was going to share the cost of 360th Street. B. Seekon said the Township has a verbal agreement with them.

B. Seekon said C. Cagle will be moving forward with the ADA bathrooms and the pole building across the street is going to have to wait.

H. NEXT REGULAR PLANNING COMMISSION MEETING IS JUNE 13, 2018 AT 7:00 PM.

I. ADJOURN

D. Milles made a motion to adjourn the meeting at 7:59 pm. Second by D. Carlson. All in favor, motion carried.


Mike Willcoxon, Chairperson


Kelly Wood, Clerk

