

Planning Commission Notes/Annotated Agenda for July 3, 2017 Meeting

Call to Order:

The Planning Commission meeting was called to order at 7:02 PM by Chair Sauber. In attendance were Chair Sauber and Commissioners Funk and Fredlund.

Approval of the Agenda:

No changes were made to the agenda. Motion was made by Commissioner Fredlund, seconded by Commissioner Funk, to approve the agenda. Motion carried 3-0.

Liaison Responsibilities:

In the Deputy Clerk's absence, Commissioner Fredlund will record notes, as well as prepare an Annotated Agenda for the July 10, 2017, Town Board meeting.

Permit Requests:

Greg and Suzanne Everson – Building Permit Application for New Single-Family Dwelling at 9725 280th St. West. The Eversons were represented by their contractor, Al Maas. The PIN was verified as 13-03100-77-015 for this 5-acre parcel. The original application, locked in the Clerk's Office, is said to have a survey with site plan information; no dwellings are located within 250 feet of the proposed house. Motion by Chair Sauber, seconded by Commissioner Fredlund, to forward the application to the Board for their approval. Motion carried 3-0. The Board should note that there is a landlocked 15-acre parcel (PIN 13-03100-77-016) to the north of the Everson's parcel; the Board should contact owners Jeffrey & Jerome Phillipe to resolve the lack of driveway access.

Deb McNab – Ag Exempt Building Permit Application at 26125 Dodd Blvd., PIN 13-03000-27-010, for a 36' x 60' pole shed. It was noted that the application was stamped as received by the Township July 22, 2017, but should read June 22, 2017. The primary use of the property is Ag Green Acres; the application was amended at question #5 to show a primary purpose of "raising or cultivation of agricultural products". The application included the Vermillion River Watershed JPO permit from Engineer Mark Ryan. A site plan was completed by applicant during the course of the meeting. Motion by Commissioner Fredlund, seconded by Chair Sauber, to forward the application to the Town Board for their approval; motion passed 3-0.

Dan Budensiek – Building Permit Application for Accessory Building at 8880 235th St. West. Proposed structure is a 36'x 48' pole shed. Note that application was received by the Township June 22, 2017, not July 22, 2017, as stamped. A VRWJPO permit was not included with the Planning Commission's packet but applicant stated it had been submitted. Motion by Commissioner Fredlund, seconded by Commissioner Funk, to forward application to the Town Board for their approval subject to finding the

VRWJPO permit. Motion carried 3-0. Applicant was reminded that accessory buildings can be used for personal storage only.

Resident Inquiries:

There were none.

Town Board Liaison Report:

Board Chair Lu Barfknecht reported for the Town Board in the absence of Supervisor Hansen. She addressed the Draft Minutes of the May 10 Roundtable Meeting between the Town Board and the Planning Commission; it was acknowledged that the draft minutes needed additional information details especially concerning Planning Commission items. The draft minutes of the June 12 Town Board meeting were briefly reviewed.

Old Business:

Continued Review of TBR Form and Documents with Attorney -

Residential Building Right Transfer (Cluster) Application Form, and the corresponding Procedure – A number of modifications were reviewed; Attorney Lemmons will review further and return to next PC meeting. The need for a stub abstract was explained. A stub abstract will identify if restrictions have been placed on the property. The stub abstract should go back 40 years for forty-acre parcels, and prior to April 1982 for grandfathered parcels. **Town Board Item: the Board should determine if there is a need to establish a procedure to track property restrictions.**

Remodeling or Addition Building Permit Application – Form should be changed to use for remodeling only, with processing by Building Official with all attendant fees. Remodeling does not require PC or Board approval as long as the footprint is not changed. Additions should be processed on the standard Building Permit Application.

Building Permit Application – Suggested changes include removing the following Types of Work or Types of Structures because they are all covered by other or their own application forms: 1. Alteration/Remodel; 2. Moving a building; 3. Single Family Residential Remodel; 4. Farm Building; 5. Decks; 6. Pools; 7. Signs; and 8. Fences. Changes to various instruction sheets were also noted, including the Site Plan Instructions (back side needs updating by Clerk).

Fence Permit – Wood and cyclone/chain link are the only pre-approved fence materials; other fence materials need review and approval by Town Board.

Application form work continues.

New Business:

Ag Uses and Schedule F – discussion postponed to next meeting.

Chapter 16 of MAT Manual – Brief discussion of Chapter 16, Planning and Zoning. A goal of planning and zoning is to separate different uses. Frequently, municipalities phase from most intensive to least. Comp plan comes first, then ordinances.

Building Inspector Darrel Gilmer – Ordinance Conflicts with MN State Building Codes – Since local building codes cannot be more restrictive than the State Building Code, Inspector Gilmer was asked what problem areas he saw. He stated that fences seven feet high or less are exempt from building codes and building permits, thus he has no authority to inspect them. The permit the ordinance asks for is an administrative permit, not a building permit. He also mentioned sump pumps but needs to review our ordinance to discuss at the next meeting.

Hearing on Town Board Policy regarding Escrows for Accessory Buildings – Attorney Lemmons recommends a hearing but it is not required. **The Town Board should develop draft language for its policy and decide if a public hearing should be held.**

Minutes Approval:

May 2017 and June 2017 Planning Commission Meeting Minutes – Draft minutes are not available yet for approval, but a question arose whether any PC draft minutes are on the Town website.

April 25, 2017, Public Hearing Minutes – reviewed with changes noted on the recording of the meeting.

Liaison Clarifications:

Continue discussion with the Board of need for certified copies of deeds, and reconciliation between pool ordinance and Ordinance 7.

Deputy Clerk Issues:

None

Adjournment:

Meeting adjourned at 9:15 PM