

# February 26, 2019 Planning Commission Minutes

Royalton Township Planning Commission Meeting Minutes

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26 February 2019

Approved

7:00 p.m., 26 February 2019, Chair Leslie Orvis called the Royalton Township regular planning commission meeting to order, with Members Jeff Schlaeger, Priscilla Schneider, and Duane Swanson present and Gary Valvoda absent. Supervisor Wayne Olson, Supervisor Marshall Pearson and Road Superintendent Dan Saumer also attended.

Clerk Swanson moved, Member Schlaeger seconded, to approve the agenda as printed. The motion carried unanimously.

Member Schneider read the minutes of the 29 January 2019 regular meeting. Member Schlaeger moved, Member Schneider seconded, to approve the minutes as read. The motion carried unanimously.

Member Schneider moved, Member Schlaeger seconded, to approve the minutes of the 19 February 2019 working commission meeting as distributed. The motion carried unanimously.

## Old Business:

Chair Orvis and Clerk Swanson explained the draft revision of Resolution 2012-1 (Policy on issuing certificates of compliance and certificates of occupancy). The draft language reflects discussion held at the working commission meeting; it includes the addition of temporary certificates of occupancy (not mentioned in the existing policy) and notes that this resolution supersedes 2012-1. Clerk Swanson moved, Member Schneider seconded, to forward Resolution 2019-1 to the board with the recommendation for approval. The motion carried unanimously.

Continued review of existing policies and levy/equipment updates will remain on the agenda.

## New Business:

Clerk Swanson noted that the township's zoning ordinance requires that public utility companies planning to do work in township rights-of-way need a permit to do so. Because Royalton does not have an existing permit, the working commission worked on a draft permit restating the ordinance language and containing basic data on what work will be done, where, and by and for whom. After discussion, Member Schlaeger moved, Member Schneider seconded, to forward the draft language to the board for approval and to recommend a permit fee of \$50.00 (which is comparable to the existing fees for driveway permits). The motion carried unanimously.

The commission proceeded to review draft language of a letter to the Braham Milaca Joint Inspector Board regarding procedures and the completion and maintenance of permit files. Clerk

Swanson moved, Member Schneider seconded, to recommend the draft language to the board. The motion carried unanimously.

Because of the busy schedule of March elections and meetings (every Tuesday has a scheduling conflict), Chair Orvis noted that no working commission meeting will be held in March unless the board requires one.

FYI:

The next regular planning commission meeting is 7:00 p.m., Tuesday, 26 March 2019.

At 7:23 p.m., Clerk Swanson moved, Member Schlaeger seconded, to adjourn. The motion carried unanimously.

Respectfully submitted,

Duane P. Swanson, Clerk/Member

Leslie Orvis, Chair/Member

Jeff Schlaeger, Member

Priscilla Schneider, Member

Gary Valvoda, Member