

Royalton Township Working Planning Commission Meeting Minutes
6052 Royalton Road, Braham, MN 55006
Email: royalton@royaltontownship.com -- Website: www.royaltontownship.com
15 February 2022
Approved

6:30 p.m., 15 February 2022, Chair Leslie Orvis convened the Royalton Township working planning commission meeting with Members Jeff Schlaeger, Priscilla Schneider, and Duane Swanson present in the meeting room and Gary Valvoda present via remote electronic means. Supervisors Wayne Olson and Marshall Pearson, Zoning Administrator John Kemen, Septic Administrator Amy Thompson, Deputy Clerk Andrea Anderson, and members of the public also attended.

Chair Orvis began the meeting by noting that there had been a lot of chatter about Dale Heidelberg's Rock Creek Café and the fact that work had come to a stop. He asked what it would take to get a commercial building back into operation. He then established some ground rules for the discussion, noting that the discussion would be respectable, or individuals would be asked to leave. He stated that it was his intention to allow 30 minutes for the discussion of this issue. He explained his understanding that the building, according to code, required a firewall between the kitchen and eating area but that the specifications for that firewall were less than clear. It was his understanding that the building inspector had halted completion until that issue had been resolved. There was some confusion about what the next move should be and who should make it.

Dale Heidelberg was present to report substantial agreement with Chair Orvis' description of the issue and that the building inspector had visited and declared the building to be very good except for the firewall issue. He questioned why this issue should be raised at this time when the mechanical permit had already been issued. He noted that three different inspectors had been involved since the original building permit had been issued.

Building official Andy Schreder reported that it was unfortunate that the permit had been issued without mechanical plans, but that omission did not change the fact that the building had to comply with the state building code. He reported that he had been in contact with the mechanical engineer who had promised to email plans to the building official but that none had been received. Mr. Heidelberg stated that he was under the impression that the plans had been sent.

Zoning Administrator Kemen noted the need for the inspector to get together with the engineer. Supervisor Pearson opined that the engineer must determine a plan for the firewall and that the "ball is not in the inspector's court" until that plan has been determined and shared with the inspector. Discussion centered on who and how to proceed with the retention/selection of an engineer. That decision rests with the owner of the facility. The general contractor, in this case Mr. Heidelberg, is responsible for ensuring that all drawings and engineering stamps are created and made available to the inspector. That responsibility lies outside of the township and inspector. In response to Chair Orvis' question, "Where do we go from here?," Supervisor Pearson repeated that the engineer must sign off on the plans before the inspector can sign off on that aspect of the project. At 7:00 p.m., Chair Orvis concluded the discussion by repeating that within the next few days a mechanical engineer needs to get involved with the project.

Building Official Andy Schreder then gave a 17-slide PowerPoint presentation explaining the state building code, its implications for Royalton Township, and his responsibilities as the building official for Royalton. He noted that, while several counties and numerous other jurisdictions have adopted the code, all structures covered by the code in the state must meet the code's standards. Adopting the code simply ensures that a licensed building official inspects the work and signs off on its compliance with the standards. Mr. Schreder then explained the process and operations of his firm, Rum River Construction Consultants. He noted the five-step process: application submittal and intake review, plan review, applicant notification, inspections, and permit closing. He then spoke specifically about his services to Royalton, noting the updated permit application that is available on the firm's website, that active and closed project folders are already being

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shared with Royalton's clerk and deputy clerk, that a weekly newsletter specifically relating to Royalton activities is sent to the office each Friday, and that all monies received will be delivered to Royalton. Planning commission members, board members, and the public asked general and specific questions. Mr. Schreder's presentation concluded at 7:20 p.m.

Board Chair Olson then began a discussion of permitting process workflow that he has been working on. He distributed copies of workflow diagrams from other townships and encouraged all members to review them for the next working meeting. Discussion centered on how this interacts with Mr. Schreder's presentation and services. Royalton's main requirements include a site permit, a culvert permit (if on a township road), and a septic permit. Mr. Schreder noted that Rum River Construction Consultants will not open a permit application until these three requirements have been met. Mr. Schreder also noted that the current site permit application has a statement that permits expire after 12 months. Technically, this is in opposition to the building code that states that a permit is valid as long as work continues on the project. This issue will be addressed as revision of the site permit occurs.

Board Chair Olson reported that he had received a quote for upgrading the town hall's sound system; Clerk Swanson reported that copies of that quote will be available in board member's packets.

Chair Orvis stated the need for more visible instructions for renters, who continue to use the sound boards to post things on. More discussion is required on exactly what and how this can be achieved.

There were no updates on other possible agenda topics.

At 7:50 p.m., the meeting concluded.

Respectfully submitted,

Duane P. Swanson, Clerk/Member

Leslie Orvis, Chair/Member

Jeff Schlaeger, Member

Priscilla Schneider, Member

Gary Valvoda, Member