

Royalton Township Working Planning Commission Meeting Minutes
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22 March 2022
Approved

6:31 p.m., 22 March 2022, Chair Leslie Orvis convened the Royalton Township working planning commission meeting with Members Jeff Schlaeger, Priscilla Schneider, Duane Swanson, and Gary Valvoda present. Supervisor Wayne Olson, Zoning Administrator John Kemen, Septic Administrator Amy Thompson, Deputy Clerk Andrea Anderson, and members of the public also attended.

Chair Orvis asked Supervisor Olson to introduce the permit workflow discussion. Deputy Clerk Anderson demonstrated the initial draft that she had developed. Attendees suggested numerous revisions of both process and wording changes regarding three scenarios: Shorelands district building, agricultural/residential district building, and commercial building. Deputy Clerk Anderson made changes as members agreed on them. Chair Orvis walked through the process for each scenario for a 'final' review. Zoning Administrator Kemen expressed his conclusion that this represents an accurate portrayal of how the system should work. Attendees agreed that the diagram should mention titles, not names, and that a key giving the current names, titles, and contact information of the zoning administrator, septic administrator, building official/inspector, and county planning and zoning contact should be part of the diagram. Each contact would have his/her own color in the diagram. Chair Orvis asked for any final comments, and there were none. Deputy Clerk Anderson and Clerk Swanson will review the diagram and have the most recent version available for comment at the next planning commission meeting.

Zoning Administrator Kemen then noted that Dale Heidelberger's restaurant project appeared to be at a standstill. Mr. Heidelberger was present to share his concerns that he had provided new data to the building official but that he had not received responses. Building Official Andy Schreder was present and noted that his office had received updated architectural and mechanical plans and that his office had been in contact with Mr. Heidelberger's architect, that his office was in the process of finishing the plan review, and that each contact is recorded in a correspondence log, to which the township has read-only access. Deputy Clerk Anderson provided Zoning Administrator Kemen with a printout of the existing correspondence log regarding the restaurant, which was made available to committee members. Chair Orvis emphasized the importance of continued regular communication. He concluded the discussion by stating that two working commission meetings had discussed this issue and that further discussion should go directly to the board.

Zoning Administrator Kemen then noted that there has been much discussion in the community about past permits that either had received no inspections or did not result in final certificates of occupancy being issued. Building Official Schreder noted that a substantial amount of cleanup work is required from the past two inspectors and that he is meeting on 23 March with the Interim City Administrator of the city of Braham in an attempt to receive more definitive information on these issues and the processes that resulted in them. That discussion will include the issue of dealing with requests for refunds on permits for which no inspections allegedly occurred.

Zoning Administrator Kemen then broached the issue of updating the ordinance about impermanent structures, some without foundations, that are being constructed. These structures tend to be easily destroyed by wind and are frequently found on neighbors' properties. Building Official Schreder noted the distinction between structures covered by the State Building Code and other structures, especially those that are agriculture related. Chair Orvis suggested a moratorium on the construction of such structures until an updated ordinance is in place. Extensive discussion occurred on the desirability of various paths forward and the definition of blight regarding these structures. Clerk Swanson noted that

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the city of Rock Creek has something called an administrative permit that is used in similar instances. Chair Orvis concluded the discussion by encouraging members to study this issue.

Regarding other issues: Zoning Administrator Kemen is reviewing an updated site permit application; a draft will be available at the next commission meeting. Clerk Swanson distributed information about East Central Energy's broadband initiative and their request for a resolution of support for their grant requests. Chair Orvis urged members to study the information for the next commission meeting. Clerk Swanson reported that a resolution will be brought forward at the next commission and board meetings officializing the revised wording of the rental agreement that had been approved by the board. He then noted that board members had been forwarded information about Pine City Township's invitation to attend a meeting on 23 March 2022 to discuss the possible formation of a fire district by cities and townships currently served by the Pine City Fire Department. Supervisor Schlaeger will attend this meeting and report to the township. Clerk Swanson then noted that Pine County has established a combined Housing and Economic Development Authority and that townships may, by resolution, become part of the agency. Supervisor Olson reminded members to review this issue.

At 8:05 Chair Orvis concluded the meeting.

Respectfully submitted,

Duane P. Swanson, Clerk/Member

Leslie Orvis, Chair/Member

Jeff Schlaeger, Member

Priscilla Schneider, Member

Gary Valvoda, Member