

Royalton Township Working Planning Commission Meeting Minutes  
6052 Royalton Road, Braham, MN 55006  
Email: [royalton@royaltontownship.com](mailto:royalton@royaltontownship.com) -- Website: [www.royaltontownship.com](http://www.royaltontownship.com)  
3 May 2022  
Approved

6:30 p.m., 3 May 2022, Chair Leslie Orvis convened the Royalton Township working planning commission meeting with Members Jeff Schlaeger, Priscilla Schneider, and Duane Swanson present and Gary Valvoda absent. Supervisor Wayne Olson, Septic Administrator Amy Thompson, Deputy Clerk Andrea Anderson, and Doug Stanger also attended.

No new information on the Gardner potential minor subdivision has been received.

Clerk Swanson distributed draft copies of two letters to Caleb Anderson of Pine County zoning regarding two minor subdivision approvals with conditions. Both letters concerned potential landlocked parcels if the conditions were not met. As directed by the board at its last meeting, these letters requested status reports regarding PID 290112000 and PID 290244001, both of which appear not yet to have had their conditions met. Regarding PID 290112000, the draft letter was agreed to and will be sent as is. Regarding PID 290244001, additional explanatory language was inserted before sending.

Chair Orvis called for discussion on the permit work flow diagram. Deputy Clerk Anderson had the draft diagram on the television monitor and made changes as the commission achieved consensus on the several elements. Language was standardized, and layout was finalized. The revised diagram will be officially recommended to the board at the next regular planning commission meeting.

As directed by the board, extensive discussion was held on the situations at 1605 Royal Heights Lane and 1702 Royal Heights Lane. Regarding 1605, the commission recommended that legal counsel be contacted to study the situation, recommend action, and possibly compose a letter requesting compliance with Section 9 of the Zoning Ordinance concerning living in travel trailers and only one travel trailer on a parcel, and with Article 4.06 of Royalton's septic code. Regarding 1702, the commission recommended a second letter about the installation of a mobile home without the necessary permits.

The commission then reviewed the status of special assessments against three properties in the township. No action is required.

Regarding job descriptions, Board Chair Olson noted that the responsibilities appear to be clearly defined and that no further action is necessary. This issue will be removed from the agenda.

At 8:25 p.m., 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