

Royalton Township Working Planning Commission Meeting Minutes  
6052 Royalton Road, Braham, MN 55006  
Email: royalton@royaltontownship.com -- Website: [www.royaltontownship.com](http://www.royaltontownship.com)  
20 June 2023  
Approved

6:31 p.m., 20 June 2023, Chair Leslie Orvis convened the Royalton Township working planning commission meeting with Members Jeff Schlaeger, Priscilla Schneider, Duane Swanson, and Gary Valvoda present. Zoning Administrator John Kemen, Supervisor John Graham, Septic Administrator Amy Thompson, and Deputy Clerk Andrea Anderson also attended, along with Jared Ross and Dale Heidelberg.

Jared Ross presented a proposed minor subdivision request regarding PIDs 290208001, 290208002, and 290802003. According to a certificate of survey by E.G. Rud & Sons, Inc., dated 6 June 2023, the internal boundaries of those PIDs would be rearranged to form two parcels, one containing ten acres with the existing buildings and the remainder containing the current vacant land. Soil testing has been completed on the vacant land declaring it sufficient to hold a primary and secondary septic site. Mr. Ross was told that the certificate of survey would need to include the PID numbers of the existing parcels, the distances of the current and prospective septic sites from the proposed boundary lines, and the minimum of 330' feet of road frontage on the new vacant land parcel. Septic Administrator Thompson and others were invited to visit the parcel to determine exact requirements. Mr. Ross left the meeting.

Zoning Administrator Kemen remarked that he had visited with Jeff Jefferson regarding parcels on Royal River Road. Mr. Jefferson's plans include removal of his current trailer house at 5540 Royal River Road (PID 295104001) and its replacement with an existing trailer from PID 295116000, also on Royal River Road. The issue is that the trailer to be moved onto his property does not meet current township standards for entrance into the township. Discussion centered on the efficacy of removing one substandard trailer but replacing it with a less substandard trailer already in the township. Although no actions were taken, the consensus seemed to be that this switch would be in the best interests of the township because it would permit a better replacement for an existing one. This could be accomplished by an in-house variance with reasons why the request was reasonable. The existing septic system may require a compliance inspection (the system is in township jurisdiction) and may require a building permit depending on the size and makeup of the foundation. Those questions remain unanswered at the present time.

Chair Orvis and Administrator Kemen then noted that a property on Greeley Road appeared to contain a home-based business and currently has an oversize sign that may be on road right-of-way. The commission recommended that the board seek further information and that an interim/conditional use permit may be required.

Chair Orvis then called for discussion on the small shed/accessory building permit diagram. Members suggested some changes, noting that a site permit with a materials list would be required to be approved by the zoning administrator and another unnamed individual. The initial cost of this permit is \$150, which would include two site visits. Any additional site inspections would cost \$100 per visit. Chair Orvis will redo the diagram for the next meeting.

LO\_\_\_\_ JS\_\_\_\_ PS\_\_\_\_ DS\_\_\_\_ GV\_\_\_\_

A general discussion ensued about the building permit process, the State Building Code, and the responsibilities for enforcing any ordinance relating to buildings.

Chair Orvis next asked the commission to consider the town's no-smoking policy, especially as it relates to rentals. Discussion centered on whether to ban smoking/tobacco use on the entire township property, whether a container to place cigarette butts should be added to the town hall property (cleaning said container may be an issue), and whether renters should be required to remove any butts from the parking lot and grounds as a condition to recover their down payment. It appears that Minnesota law requires that a "No Smoking" sign be posted on the property.

General mention was made of the numerous other ordinance issues that have been on the commission's docket – campgrounds, short-term vacation rentals, no smoking policies. Likely, these issues cannot be all considered at once and priorities will need to be set to accomplish any ordinance updates.

At 8:26 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