

Royalton Township Planning Commission Meeting Minutes
6052 Royalton Road, Braham, MN 55006
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27 June 2023
Approved

7:04 p.m., 27 June 2023, Chair Leslie Orvis called the Royalton Township regular planning commission meeting to order with Members Jeff Schlaeger, Priscilla Schneider, Gary Valvoda, and Clerk Duane Swanson present. Supervisor John Graham, Supervisor Marshall Pearson, Septic Administrator Amy Thompson, Road Superintendent Dan Saumer, Zoning Administrator John Kemen, Deputy Clerk Andrea Anderson, and members of the public also attended.

Clerk Swanson moved, Member Valvoda seconded, to approve the agenda as presented, with the addition of signage on Greeley Road and mobile home on Royal River Road. The motion carried unanimously.

Member Valvoda moved, Member Schneider seconded, to approve the minutes of the 30 May 2023 regular commission meeting as presented. The motion carried unanimously.

Member Schneider moved, Member Valvoda seconded, to approve the minutes of the working planning commission meeting of 20 June 2023 as presented. The motion carried unanimously.

Old Business:

Chair Orvis presented a revised draft of the flow chart for the permit process for accessory building permits, noting that it is nearing completion. Members commented that the fee was set at \$100, which included two site visits. Each visit after two would incur a \$100 charge. The diagram should be dated. Chair Orvis will make the recommended changes for review at the next working meeting.

Chair Orvis noted that study has continued on ordinances relating to short-term vacation rentals and campgrounds; these will continue at an upcoming working meeting. He noted that the commission needs board direction on a proposed no-smoking policy for the town grounds. Discussion centered on what to include, signage (especially citations to the Minnesota Clean Indoor Air Act), and enforcement practices, (especially as related to rentals), and how this may be impacted by the new Minnesota law regarding marijuana usage.

New Business:

Jared Ross presented a proposed minor subdivision request regarding PIDs 290208001, 290208002, and 290802003 off Sherwood Street. 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. Mr. Ross had presented this proposal to the June working planning commission meeting. Zoning Administrator Kemen and Septic Administrator Thompson subsequently visited the property to confirm that septic distances from the property lines were adequate and that the minimum road frontage of 330 feet was maintained. The new certificate reflects the addition of the current PID numbers and the revised boundary changes. Administrators Thompson and Kemen noted their approval with this certificate of survey. After review, Member Valvoda moved, Clerk Swanson seconded, to recommend approval to the board. The motion carried unanimously.

As directed at the June working planning commission meeting, Clerk Swanson distributed the draft of a letter to property owners at 110 Greeley Road seeking information about the unpermitted commercial sign that had been erected on their property. Member Valvoda moved, Member Schneider seconded, to recommend to the board approval of the draft. The motion carried unanimously.

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Zoning Administrator Kemen explained the request of Jeff Jefferson on Royal River Road to move one nonconforming mobile home from one parcel to another parcel to replace an existing nonconforming mobile home. He explained that he had been in discussion with the owner and that an in-house variance would be needed to approve this proposal. Mr. Jefferson was present and noted that he agreed with the proposal. Administrator Kemen presented a variance request. Discussion centered on could the town agree to this proposal because the home to be moved was nonconforming. Clerk Swanson quoted Section 12, subd. 5, of the zoning ordinance that allowed the town board to approve upgrades to nonconforming properties if it would make the property less nonconforming. With this information, Clerk Swanson moved, Member Schlaeger seconded, to recommend to the board approval of this variance request subject to compliance with any additional building and/or septic requirements that the proposal may engender. The motion carried unanimously.

Chair Orvis called the next working commission meeting for 6:30 p.m., 18 July 2023.

FYI:

The next regular planning commission meeting is 7:00 p.m., Tuesday, 25 July 2023.

At 7:31 p.m., Member Valvoda moved, Member Schneider 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