

Royalton Township - Planning Commission **Working Meeting Minutes**
September 10, 2024 Royalton Township
6052 Royalton Road Braham, MN 55006

Meeting called to order at 6:30pm

Members present were Gary Valvoda, John Graham and Jessica Johnson. Also present was Septic Inspector Amy Thompson and Zoning Administrator John Kemen. Introductions were made.

One member of the public were in attendance

Reviewed and discussed the newspaper posting for the open position on the planning commission. Group approved as is - Johnson to advise clerk okay to proceed with posting

Campground Discussion

Member Johnson proposed to rethink the ordinance by streamlining the ordinance by aligning with the state guidelines. Additionally to create a flow chart and checklist to guide the township in determining if the campground should be approved as either a conditional or interim use permit.

- * Proceeded writing ordinance referencing state statutes - pull from chapters 327 sections 10-27. Must also include our ordinance in requiring a minimum of 10 acres if less than state

- * Checklist to determine type of permit - including obtaining a copy of their state license and plans and then a public hearing

- * Need to determine what the state requires for sewer, water & shelter for primitive/tent camping.

- * obtain shoreline additional requirements

Administrative Citations

Discussed the need to get a final answer from the attorney on fees - Johnson to reach out to Jeff Schlaeger for attorney discussion

- * Discussed where these fees would go (general funds or it's own account)

- * Discussed needing a cap on the fees before next actions i.e. lien on property also would like to know when this becomes a federal offense based on dollar amount?

- * Need to ask clerk about our contract if one still exists with the county for deputy serving legal notices or if we need contract out to a peace officer

- * Suggested to review both Rock Creek and Sandstones guidance on this topic

Building Permit Discussion

- * Write proposal to the board to remove from our ordinance to no longer require state approved inspector/inspections.

- * Finalize the flow chart John Kemen created

* Issue a formal notice to Rum River Consultants - Andy Schreder with a 60 day notice advising of the Township no longer needing their services but also that they must complete active permits for homes/projects that have already been started.

* Solution is to use Site Permits based on Material Lists & Plans

Land Split Proposal Discussion

Member of Public (Joseph Pates) proposed a land split on PID 290136003 John Kemen (zoning) suggested to possibly simplify the issue by splitting the property yet again as it would appear the property meets all set back requirements. Mr. Pates took this as potential positive resolution.

Policy on recordings and cameras

Travis Kemen is currently hired to complete the computer security. Member Graham is going to research other counties/townships on their policies and procedures. Member Valvoda is going to research state requirements.

* We need an annual budget cost for maintenance

* We need to make recommendations as to has access in the policy book

* We need to outline protocols for destroying aged digital information

Royalton Township Web page

Required to transition to .gov - We need to put a plan in place to transition and update our vendors - State requirement by July 2026. We should have a goal of fall 2025

Discussed the need to hire someone to not only assist in transitioning to the required .gov domain but also to have the web page completely overhauled.

* Find out if this is something Travis Keemen and and would like to do?

* may need to inquire on hiring/contracting this out.

Respectfully Submitted,

Member/Chair	Jessica Johnson
Member	Gary Valvoda
Member/Supervisor	John Graham