

Florence Township Planning Commission

Minutes

February 13th, 2023

Monthly meeting: 6:00 PM

Call to Order

Present: Ed Hruska, chair; Bill Bruce, vice chair; Heidi Hartzell; Kristen Eide-Tollefson, secretary; Joel Cannon. Ryan Langhans, excused absence. Joe Ellingson, absent.

We welcome Joel Cannon to the Planning Commission! joelrcannon@gmail.com 612-801-7002

Pledge of Allegiance

Review and Approval of January Minutes (pages 2-3)

- Move for approval Heidi, second Joel

Open comment period (no comments)

Preliminary Reviews or Inquiries / Violations/ Zoning Reviews of Permits

- No report to date

New Business

Adelmann Homes, L.L.C. – Char Adelmann: (Pages 4-6 plus additional Handouts). Don & Neena Fritzke to start the process to build their new home located at: LAKEVIEW HEIGHTS THIRD ADD LOT-002 BLOCK-001 LOT 2 BLK 1 DOC# 527245 Tax ID #322320040. This is a platted lot, that is less than 1000 feet from a feedlot. It was unclear how large the feedlot is, at the farm across the street from the lot.

o Approval for a Building Permit

o Variance Application

- Char Adelmann for Don and Neena Fritzke, presented both a variance request and a building permit application to the Planning Commission.
- Bill Bruce stated that the township does not regulate feedlots, so that the county would be handling the variance and public hearing. He put the map up on the screen for review.
- A building permit application was received and the 75.00 fee was paid. Bill Bruce will bring the check and building permit application for approval to the Town Board. Signed copy will be scanned or mailed to the applicants.
- Kristen will check with Sam before next Monday, to clarify if she needs any action on the variance from Florence Township. Her memo was helpful. Bill Bruce has both applications.
- The chair commented on the high quality of the materials they provided to the commission.

Motion to approve building permit Bill, second Heidi

Old Business

- Review and discussion of by-laws, proposed amendments and existing member regulations (Pp 6-10).
Added item: review of Ordinance redraft to update and better align with other commissions.

- There will be a one month review and further study of several provisions. Bill Bruce will bring approved Ordinance and By-Laws to the Board in April.
 - Bill Bruce will finalize Ordinance changes, including the following:
 - Section 1. Add “liaison” to read “as an ex-officio liaison member”.
Rationale: to specify the supervisor’s role as liaison, as distinct from other potential ‘ex-officio’ members (so the phrase “and ex-officio members” may be retained in Section 2)
 - Section 2. Return the maximum term of service for Planning Commission to 3 consecutive 3 year terms.
 - Section 3. Change “shall” to “may” in first paragraph. (Historic note: this provision was likely due to the impact of County actions advocating for dry cask storage at Prairie Is.)
 - Joel Cannon will review and recommend final language for the Bylaws on the following items:
 - Rules of Procedure. The language was taken directly from the township manual, which is explanatory, rather than explicitly procedural in both Section 1, and Section 2.
 - There was significant discussion of the need for some kind of procedural guidelines, understanding that it is not recommended that a commission adopt Robert’s Rules by name, due in part to potential legal complications. Joel will consider restructuring of those two sections, and provide options for procedural guidelines, and/or allow a planning commission to adopt their own for the term of a chair.
 - Section III. Clarify alignment of annual meetings for commissions May? March? (Kristen)
 - Section XI Meetings: edit to change the word “except” to “including” (or provide other language to clarify this sentence)
 - Steve Dietz attended and was very helpful in discussion of these items. He will send copy of all 3 ordinances, for Planning Commission review – for final decisions on language and alignment.
- STR application process update (Pp 11-15)
 - The Board has voted to move ahead to hire Granicus for at least one year, to support implementation of the ordinance.
 - Bill Bruce will send out applications to the five STR owners who’s contact information we have
 - He has sent the requested parcel data (updated) from the county to Granicus. The contract must be signed for Granicus to provide the additional address information.
 - The Planning Commission will review applications at the March meeting, and will act on the IUP applications within the 60 days required by law.
 - Hometown Planning (Pages 16-17)
 - Bill Bruce will request an update from the Board on negotiations with Hometown Planning.
 - The Planning Commission unanimously supports Town Board negotiations to hire Hometown Planning, for zoning/planning administrative support for 2023. We are open to a revised fee structure to better cover costs, and working efficiencies to best serve people of the township.

Other Business

- Kristen presented a draft of the annual planning commission report for review by the commission. It was (informally) approved.
- Bill Bruce will serve as interim secretary in April, when Kristen retires in March. The PC will conduct its annual meeting in May, until further notice on commission bylaw alignment.

Adjournment

Next meeting: Monday, March 13th, 6:00 PM