

Florence Township Planning Commission

Minutes

March 13th, 2023

Monthly meeting: 6:00 PM

Call to Order

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

Pledge of Allegiance

Review and Approval of February Minutes

- Approved unanimously

Open comment period (no comments)

Preliminary Reviews or Inquiries / Violations/ Zoning Reviews of Permits

Stephen & Karen Gheen application to build a new porch on their property at 29070 Westervelt Avenue Way W.

- Accepted unanimously, application now moves to township board for approval.

Dan Prebe attended and notified of his intention to split his lot on Westervelt Avenue Way in order to build a handicap-accessible home on the new lot. General discussion of the process followed, referring Dan to the zoning ordinance when planning the home to be sure to comply with setbacks, etc.. Dan will work with Goodhue County to record the lot change and will apply for a building permit when he has a plan. No further action needed at this time.

New Business

STR Applications:

Schreck Property Located at 29454 Lake Ave, Frontenac, MN

- Accepted unanimously with the following contingencies
 - Septic Compliance Certificate Complete and Passed within 6 months of public hearing
 - Confirmation from township clerk of receipt of application fee.

Koplin Property Located at 29430 Lake Ave, Frontenac, MN

- Accepted unanimously with the following contingencies
 - Proof of neighbor notification provided by date of public hearing
 - Confirmation from township clerk of receipt of application fee.

Hartzell Property Located at 33819 Hibernia St, Frontenac, MN

- Heidi Hartzell brought photocopies of neighbor notifications, thus completing the final open item
- Accepted unanimously

Byusse Property Located at 29023 Westervelt Way, Frontenac, MN

- Accepted unanimously with the following contingencies
 - Septic Compliance Certificate Complete and Passed within 6 months of public hearing
 - Confirmation from township clerk of receipt of application fee.

STR Notice Discussion followed

- Motion approved unanimously to extend application deadline to May 1, 2023
- Motion approved unanimously to publish notice of the extension including text indicated there are a limited number of "First come/first served" permits available. Notice to be published in two consecutive issues of the Lake City Graphic. Ed to draft.

Old Business

Discussed editing the new draft planning commission ordinance to clarify and refer to the use of MN Association of Townships basic parliamentary procedure guidelines to run meetings. Ed to provide editable copy to Joel, Joel to draft for review at next meeting.

Other Business

Discussion was held around the challenges of paper application forms for staff and members, and how much digital on-line forms might streamline things for all involved. Motion was approved unanimously to request \$1000 in funding to pursue digitization of application forms for STR, and possibly other things, on the township website.

A hearty thanks and round of applause for Kristen on the occasion of her retirement from the Commission!!! THANK YOU KRISTEN!

Adjournment

Next meeting: Monday, April 10th, 6:00 PM