

Planning Commission Meeting Minutes

January 5th, 2023

Completed by: Sue Bertrand, P&Z Staff

Site Visits conducted by Adam Ossefoort and Roger Hendrickson on December 30th, 2022.

Meeting attended by board members: Chair Jim Pratt, Vice Chair Ken Hovet, Lloyd Graves, Roger Hendrickson, Arnie Boie and Commissioner's Liaison Tim Denny, alternate.

Staff members: Adam Ossefoort and Sue Bertrand

Other members of the public: Sign-in Sheet is available for viewing upon request.

Jim called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited as a collective group.

Introduction of the staff and board members by Jim.

Ken motioned to have the December 1st, 2022 meeting minutes approved. Arnie seconded the motion. Voice vote, no dissent heard. Motion carried.

Jim stated there was an agenda change to include reorganization of the board and review of business rules and asked for a motion to approve.

Roger made a motion to approve the agenda change, seconded by Lloyd, voice vote, no dissent heard, motion carried.

AGENDA ITEM 1: Reorganization of the Board and review of Business Rules

Adam stated the protocol for voting in the new Chair and Vice Chair, followed by Roger making a motion to appoint Jim as Chair with Ken making a second, voice vote, no dissent heard, motion carried.

Motion to appoint Ken Hovet as Vice Chair by Lloyd, seconded by Arnie, voice vote, no dissent heard, motion carried.

Adam stated business rules had no changes for 2023, we just need to adopt them again for the year 2023.

Motion to accept the rules of business for 2023 by Arnie, seconded by Roger, voice vote, no dissent heard motion carried.

AGENDA ITEM 2: Harold and Marilyn Holst – PID 25-0003501 & 25-0060900– Villard Township

1. Request to plat 14.5 acres into 2 lots in R-2 Zoning.

Marilyn was present as the applicant on the zoom call.

Staff Findings: Adam read the staff report. The staff report is available for viewing upon request in the Planning

& Zoning Office.

Proposed Condition(s):

- 1. Applicant must abide by all other applicable federal, state, and local standards.

Correspondence received: None

Public comment: None

Board discussion: Roger said everything looked fine when he conducted the site visit with Adam. All they are doing is moving a few lines from here to there. The septic systems were up do date and vegetation being well maintained.

Ken asked for clarification on the property lines being proposed, to which Adam clarified on the overhead screen.

Ken motioned to approve with the one condition, Roger seconded with the one condition, as presented.

Condition:

- 1. Applicant must abide by all other applicable federal, state, and local standards.

Roll call vote commenced as follows:

Board member	Vote (yes or no)
Ken Hovet	Yes
Roger Hendrickson	Yes
Lloyd Graves	Yes
Jim Pratt	Yes
Arnie Boie	Yes

Motion carried. Jim noted the application will be presented to the County Board of Commissioners on January 17, 2023.

AGENDA ITEM 3: Brenda and Shan Baker – PID 28-0008800– Wykeham Township

- 1. Request for Conditional Use Permit for Temporary Family Housing in AF-2 & R-10 Zoning.

Brenda was present as the applicant.

Staff Findings: Adam read the staff report. The staff report is available for viewing upon request in the Planning & Zoning Office.

Proposed Condition(s):

- 1. Reissuance of a land use permit for the existing structure as a residential structure.

Correspondence received: None

Public comment: None

Board discussion: Roger stated the structure that is being used is existing, with a new septic system. He stated he sees no problems at all. Site visits notes may be viewed in more detail on file in the Planning and Zoning Office upon request.

Ken asked approximately how long this would be needed and used as temporary family housing and Brenda stated approximately 5 years, as she is currently contracted with her job across the street for that length of time. She would be staying in the TFH area and her son will be staying in the main house.

Lloyd asked if the building was already there, and Brenda explained the only addition she made was to install a bathroom and sink with hook up to a septic system, everything else was existing.

Jim did not see any concerns.

Ken asked Adam if there were any minimum time limits on temporary family housing.

Adam stated none, however, there is a sixty day time limit to remove the living quarters after not being used for that purpose.

Arnie motioned to approve with the proposed one condition as presented, and Lloyd seconded.

Condition:

1. Reissuance of a land use permit for the existing structure as a residential structure.

Brenda asked for clarification on reissuing a permit for the structure and Adam stated, only the living quarters square footage needs to be permitted as dwelling space.

Roll call vote commenced as follows:

Board member	Vote (yes or no)
Lloyd Graves	Yes
Arnie Boie	Yes
Ken Hovet	Yes
Jim Pratt	Yes
Roger Hendrickson	Yes

Motion carried. Jim noted the application will be presented to the County Board of Commissioners on January 17, 2023.

AGENDA ITEM 4: Eastwood Shores First Addition – PID 21-0048400– Round Prairie Township

1. Request to plat 17.9 acres into five (5) non-riparian lots in Shoreland – RD Zoning (Lake Latimer).

The applicants have signed the Extended Time Application and would like it to be tabled until February. Roger made a motion to table Agenda Item #4, Eastwood Shores first Addition, until February 2nd, 2023 and Ken seconded the motion. Jim conducted a voice vote, with all in favor and no dissent heard, motioned carried.

AGENDA ITEM 5: David & Jacqueline Hillman – PID 20-0009100– Reynolds Township

1. Request for Conditional Use Permit to establish an auto repair/service business in AF-2 Zoning.

David and Jaqueline were present as the applicants. David stated they wanted to start up a repair shop out of the home, for anything that has a motor.

Staff Findings: Adam read the staff report. The staff report is available for viewing upon request in the Planning & Zoning Office.

Proposed Condition(s):

1. No greater than ten (10) vehicles may be kept onsite at any time for the purposes of the business operation.
2. All vehicles, parts, and other supplies must be stored in a manner that screens them from the public roadway.
3. All automotive fluids and other hazardous wastes must be properly stored in an approved storage container. Fluids must be disposed of in a manner that complies with all applicable local, state, and federal regulations.
4. There shall be no parking of vehicles within the road right of way.
5. There shall be no loading or unloading of vehicles within the road right of way.
6. Existing structure shall be re-permitted as a commercial structure.
7. Applicant must abide by all other applicable federal, state, and local standards.

Correspondence received: None

Public comment: None

Board discussion: Roger stated the trees provide plenty of screening, there is plenty room for parking and assured the Board that David had plans in place for disposal. Roger stated he sees no problems and these people have a good opportunity before them.

Arnie asked David if he was in business now to which they stated no.

David asked about the number 5 condition: if he could use the County Highway for a low boy, to which the board stated not without changing the precedence put in place for safety reasons.

David mentioned if they redo County 11, he may be able to widen the entrance to accommodate.

Ken asked how often he would push the 10-vehicle limit, and David and Jaqueline both stated they do not want to exceed it at all, and do not want vehicles to sit more than two days. David also stated he has room in his existing shed for indoor storage, as well.

Ken motioned to approve, Roger seconded with the seven conditions, as presented.

Conditions:

1. No greater than ten (10) vehicles may be kept onsite at any time for the purposes of the business operation.

2. All vehicles, parts, and other supplies must be stored in a manner that screens them from the public roadway.
3. All automotive fluids and other hazardous wastes must be properly stored in an approved storage container. Fluids must be disposed of in a manner that complies with all applicable local, state, and federal regulations.
4. There shall be no parking of vehicles within the road right of way.
5. There shall be no loading or unloading of vehicles within the road right of way.
6. Existing structure shall be re-permitted as a commercial structure.
7. Applicant must abide by all other applicable federal, state, and local standards.

Roll call vote commenced as follows:

Board member	Vote (yes or no)
Roger Hendrickson	Yes
Lloyd Graves	Yes
Ken Hovet	Yes
Arnie Boie	Yes
Jim Pratt	Yes

Motion carried. Jim noted the application will be presented to the County Board of Commissioners on January 17, 2023.

Adam reminded the Board that Thursday, January 19th @ 3:00 pm, the Planning Commission and BOA training is tentatively scheduled in the same afternoon, and will give formal notice when confirmed.

Roger asked what the hold up was with the tabled item #4, Eastwood Shores.

Adam explained that the notice went to Tim Ludwig and by the time the notice got to the newly elected clerk, the agenda was already put together for the town board meeting, so it will be addressed at the next township meeting for review.

Ken motioned to adjourn and Lloyd seconded. Voice vote to adjourn the January Planning Commission Meeting, no dissent heard, motion carried and meeting adjourned at 6:37 PM.