

## **Special meeting of the Windemere Township Planning Commission – May 22, 2024**

The meeting was called to order at 6:30 pm by Chariperson, Dianna Sandstrom. Others present were Cindy Carlson, Vern Anderson II, Phill White, Paul Horgen, Scott Beckman

### **Agenda:**

- Additions to the agenda:
  - Approval of 5/6 minutes
  - Clerk/Recorder assignment
  - Rezoning process under the discussion section
- Motion made and second received to approve the new agenda. Vote taken and motion passed.

### **Clerk discussion:**

- Request from Diane to the township clerk requesting public hearing notification for 6/11 was not reviewed or acted upon with enough notice for desired date.
- The notification did eventually get submitted to the paper on 5/21 but will not get posted until the following week.
- Discussion regarding how to ensure public notices and other required activities are completed in a timely manner.
- Motion by Vern, second by Cindy to appoint Paula Engstrom to do these activities as well as take/publish meeting minutes. Vote taken, motion passed.

### **Previous meeting minutes:**

- 5/6/24 meeting minutes read by Paul. Cindy made motion to approve meeting minutes, second by Vern. Vote taken, motion passed, minutes approved.

### **Mark Lambert Conditional Use Permit request:**

- Question: is there a formal form currently used by the township or did Mark Lambert's submission come from somewhere else?
  - Would need to check with Erin, one of Mark's attorney's to verify but it appears they created it themselves, adapted from a county form.
- Issues with current application:
  - Per Dianna they have 60 days to respond to application – but from what date? Per statute they have 60 days from date received.
  - Appears to be 2 requests for Chestnut property, 1 CUP but 2 properties.
    - PID 335172000 has a 4/12/24 date but PID 330229000 does not have a date.
  - Unclear about the payment received. 1 check, 2 applications but the total dollar amount does not equal 2 times the permit rate. (\$425 + \$168)
  - Continued date discussion: when did the clock start for Mark's request? 4/23 received but not paid until 5/15.
- Dianna shared for land use conditional permit: State says 60 days and that should apply to us. Need to find out what the county has as well. Per Cindy there is no direction in our current ordinance about application form or response timeframe.
- Phil found original application from 1996 but that should not have any impact on the current ask.

### **Conditional Use Permit Public Hearing Procedures and Rules discussion:**

- Dianna brought documentation from the state, suggest using this as a starting point and change some wording to apply to the township as well as add additional qualifications.

- Paul questioned if the committee wants to ensure that applications comply with the comprehensive plan. Committee agreed, yes.
- Need to be clear within the process when the response date clock starts at time of application received or payment received. When you apply you should sign app and make payment, there shouldn't be a gap.
- Propose definition of 60 day clock to be when the application is complete (ie. App signed, dated and payment received).
- Need to have further discussion regarding when a CUP can be denied.
  - In the ordinance it says the Zoning Administrator can reject app within 10 days if not complete (pg 71)
- Proposed actions by Zoning Administrator before forwarding application, items to add to checklist:
  - Must have permit for electric and sewer approved
  - Must comply with comprehensive plan
  - must communicate fee schedule, obtain payment and forward in a timely manner so 60 day window can be met.
  - Verify zoning district (Commercial/Residential)
    - In MLWSSD Y/N – attach either permit or variance received
    - In Pine County – attach permit
- Motion made by Vern that Scott and Cindy will work on the CUP application, send out to board and Paula to create fillable PDF for posting on website.

#### **Discussion: Rezoning Application:**

- Township does not currently have one so need to create an application form.
- Currently have a request from someone who has 15 acres they want to be rezoned from commercial to residential.
- Item will need further research and discussion.

#### **Public Input:**

- None

#### **Action Items from meeting:**

- Scott to have another conversation with Dennis Genereau when he returns from vacation to better understand Mark's application and payment.
- Scott to respond to Mark Lambert saying new form and checklist will be coming.
- Paula to reach out to the Star Gazette / Evergreen to cancel the 6/11 public meeting for Windemere Township.
- Scott and Cindy to create an application and then circulate with the committee for input. **\*\* Ok to do this via email if you DO NOT reply all.**
  - Paula to assist with scanning final version and putting in PDF format so the form can't be changed but can be filled in online or mailed in.
- Ask Mark to reapply with date and other required elements.
- Validate and communicate the fee structure for this. Should be 1 fee per CUP and 1 PID per application.
  - Can recommend this to the Board of Supervisors and get approval.

#### **Adjourn:**

- Phil made motion to adjourn the meeting, second by Cindy. Vote taken and motion passed. Meeting adjourned at 8:01pm

Approved: 06/11/2024