

Empire Planning Commission Meeting Minutes

January 19, 2021

The Empire Township Planning Commission meeting was called to order by Tom Kaldunski at 8:00 PM.

Present were: Tom Kaldunski, Trent Larson, Jared Sachs, Bob Bjerke, Jane Kansier, Charles Seipel-Teng, and liaison Jamie Elvestad.

The Planning Commission reviewed a survey showing a proposed parcel split by the Clark family near 3164 170th Street East. The proposed split calls for a two-acre parcel to be split from existing PID #120010076010 with the intent that a new single-family home will be constructed on the new parcel. It was noted that the existing parcel has the development right for one new structure. As part of the parcel split, it should be noted by the Township that the development right will transfer to the new parcel at the time that the property is subdivided. The existing parcel will no longer contain building rights.

Setbacks for the new residential structure were discussed. It was noted that the application and escrow fee for the subdivision application should be remitted to the Township before it is brought to the Town Board for approval. Remaining escrow will be paid back to the owner.

Trent Larson made a motion to recommend approval of the proposed subdivision of PID # 120010076010, with the remaining building right on the property to be transferred to the newly created two-acre parcel. Jared Sachs seconded. Motion carried 4-0.

The proposed new fee schedule ordinance was discussed. It was reported that a public hearing will need to take place before a new fee schedule is adopted. The public hearing has been set for the February 2nd Planning Commission Meeting.

The Planning Commission reviewed the proposed Zoning Permit Application Form. It was recommended that no fee be set for this form, but it should have the disclaimer that if further research needs to be conducted regarding the zoning request, the Township may require an escrow payment to cover consulting fees. Once processed, the forms should be filed in the applicant's building permit file. The Township should consider transferring permit files from paper to electronic format. Tom Kaldunski made a motion to recommend approval of the proposed Zoning Permit Application Form, with language noting that escrow fees may apply. Bob Bjerke seconded. Motion carried 4-0.

Jane Kansier presented a memo regarding proposed food truck code considerations. Food trucks are classified as "mobile food units" by the State of Minnesota and most regulations for these units are provided by State statute. Discussion was held on locations that food units can operate. It was determined that they should be limited to private property; for catering events;

or public property such as parks and parking lots, as determined appropriate by the Township on a case-by-case basis. Permits would be required for food vendors on private property, even if it is a catered event at which no on-site sales will take place. The possibility of permitting food units in the public right of way was discussed. It was the consensus of the Commission that this should not be permitted. It was recommended that if a permit request is submitted for a food vendor at the ballfield park, that the organizer for the event at the ballfield, if an event is taking place at that time, should have the opportunity to approve or object to the food vendor being there. Permits should be divided into two categories. One category for a one time or catered event, and one category for a seasonal permit.

Jane Kansier recommended that the new regulations regarding food trucks be incorporated into their own separate ordinance. She will work on putting together a draft ordinance for the Planning Commission to review.

It was reported that public hearings for the SET site IUP renewal, the fee schedule ordinance and the peddler's ordinance will take place at the next Planning Commission meeting on February 2nd.

Meeting adjourned at 9:00 PM.