



CASCADE
--- TOWNSHIP ---

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CASCADE TOWNSHIP, OLMSTED COUNTY
PLANNING COMMISSION MEETING MINUTES
June 20, 2017

Call to Order: 7:00 pm by Chairperson John Friederichs

Roll Call: Commission Members Present: Dean Hegrenes, Cheryl Adolphson, John Friederichs, Supervisor Lenny Laures (excused David Derby)

Pledge of Allegiance

Attendees: Cascade Clerk Treasurer Sara Rudquist, Lisa Van Getson - CUP 07-01, Brenda DeCook - Salley Hill Development, Supervisor Jimmy Hoss, Supervisor Arlen Heathman, Roger Ihrke – TCPA, Nicole Brueck, Ryan Crawford.

Agenda Announcement and Review

Approval of Minutes: The minutes from the April 18, 2017 meeting were briefly reviewed and discussed. A motion to approve the minutes with revisions on page 2 (“...hourly rate of \$16.50” changed to “...hourly rate as established by the Town Board”) was made by Supervisor Laures and seconded by Commissioner Hegrenes. All voted in favor, and the motion passed.

Call to Audience: no response

CUP Maintenance review:

CUP -07-01 Conditional Use Permit on behalf of Lisa M. Van Getson, Home Occupation in an Accessory Structure

Ms. Van Getson answered the Commissioners questions as they went through the various conditions of her CUP. Her answers are summarized in the CUP 07-01 addendum to these minutes. Most of the conditions are currently in compliance; or Ms. Van Getson assured the Commission that they will be addressed promptly. Regarding the use of one of her garage stalls as a workshop for floral arrangements as part of an independent business not associated with Heritage Farm (flowers delivered off site for events, e.g. weddings, funerals), Ms. Van Getson was advised that this other use could require another CUP or a revision to CUP 07-01. In addition, an intentional site visit by Roger Ihrke, Town Board supervisor(s), and Planning Commissioner(s) will be scheduled soon. June is a good month for her CUP review; the next review will be scheduled for June 2018. Overall, the review showed that the home occupation in an accessory structure on the land owned by Ms. Van Getson is nearly in compliance with the CUP (see Review Checklist for CUP 07-01 June 2017 as filed with CUP Reviews and as an addendum to these minutes). After the proposed site visit (see above) this CUP will receive a final 2017 review and approval. A motion to this effect was made by Commissioner Hegrenes and seconded by Supervisor Laures. All voted in favor, and the motion passed. Ms. Van Getson will provide Commissioner Friederichs some proposed times for a site visit that would work around upcoming schedules for the business session activities. He will work with the reviewers to schedule the review visit.

The Cascade Town Board will be notified of the status of this CUP review at their next regular meeting in July 2017.

Continuing Business

Certified Mail / Return Receipt Letter on CUP 2006-01 Revocation Plan and Process. Addressed during the April 2017 meeting.

Continuation of Replat of Salley Hill Development Public Hearing:

First call in support:

Staff: Roger Ihrke described various aspects the TCPA has considered for this replat proposal. Overall, it is a better use of the land; the applicant answered basic questions. Revised septic system locations are okay.

Applicant: Mrs. DeCook stated that prospective buyers of the lots motivated the replat decisions. The easement for Mr. Loken's driveway access to Salley Hill Lane has been finalized.

Public: Ryan Crawford stated support for the proposed replat. Supervisor Heathman stated sediment ponds are inventoried.

Planning Commission: Concerns were expressed regarding the lack of property transfer for Outlot D to Mr. Loken from the DeCook family. To avoid a potential lawsuit, the Cascade Township attorney will be asked to consider what is required for clarity regarding Outlot D. From TCPA perspective, the easement granted to Loken property is sufficient to satisfy access. Mrs. DeCook clarified the reduced square footage for the two residences on lots that will be accessed from 75th Street/Highway 63 and are not visible from the rest of Salley Hill Development.

Second and third call in support: no responses

First, second and third call in opposition: no responses

Commissioner Hegrenes moved to close the public comment, Supervisor Laures seconded the motion, all voted in favor and the motion passed.

Commission discussion: After brief discussion, the Replat for Salley Hill is an improvement over the original Plat; all questions have been answered; changes noted in the sediment ponds on one or two lots. Work items to be completed by Applicant before Board Meeting are: identification of any planned changes to sediment ponds so DNR identifications can be changed; clarify which lot will be included on the First Amendment of Declaration of Covenants, Conditions, and Restrictions page 3; and provide a final revision of Developer Agreement with any / all Township Attorney comments addressed.

Supervisor Laures moved to close the public hearing, Commissioner Hegrenes seconded the motion, all voted in favor and the motion passed.

Commissioner Hegrenes moved to recommend and send the Salley Hill Replat to the Cascade Town Board, Commissioner Adolphson seconded, all voted in favor and the motion passed.

Consideration of an Associate Commissioner – Amendment to the Planning Commission Policy

After brief discussion, Supervisor Laures requested that the Town Board add this to its agenda for the July 2017 meeting.

New Business

Town Board updates: Supervisor Laures noted that the annual audit for Cascade Township was completed and that an amendment to Planning Commission policy for an “associate” commissioner will be considered.

CUP Maintenance Reviews Scheduled for July 18 (letters sent)

CUP 07-02 Mobile Home-Second Dwelling – Anthony Knauer

CUP 09-01 Home-based business - Ricky and Anne Wing

Round-the-Table: Next meeting will be July 18, 2017.

Second call to Audience: no response

Adjournment: Motion to adjourn made by Commissioner Hegrenes, seconded by Supervisor Laures, all voted in favor, the motion passed, and the meeting adjourned at 9:09 pm.

Submitted: Cheryl Adolphson, Vice Chair acting as Scribe

Cheryl Adolphson, Vice Chair/Scribe

John Friederichs, Planning Commission
Chairperson

Addendum: Cascade Planning Commission Review Conditional Use Permit (CUP) 07-01 granted to Lisa M. Van Getson, PIN74.11.22.070002

Cascade Planning Commission Review CUP-07-01 granted on behalf of Lisa M. Van Getson, PIN: 74.11.22.070002

June 20, 2017

Review Summary: as of June 20, almost complete pending an onsite visit

Action Items: onsite visit

Follow up Items: Ms. Van Getson to archive water and septic results

Date For Next Review: June 2018

CUP -07-01	Comply	Not Comply	Comments
All employees including the applicant must reside on the parcel or the permit is not valid.	Yes		All practitioners are non-resident contract workers with the exception of the owner.
No more than a total of thirty (30) clients, patient or practitioners may use the property per day.	Yes		On average, 10 clients per day, but only part of the day. First Saturday of month is typically busiest day.
There shall be no more than five (5) treatment rooms located within the accessory structure.	Yes		Four upstairs rooms and one room downstairs in accessory structure (barn).
A result of a water test showing that the water supply meets current County standards.	Yes		Needs to be done annually, and keep file at business
Rest room facilities provided for customers, in the accessory building, and must be permitted by the township Septic Official.	Yes		Two restrooms are handicap accessible, one on each level , need a septic report every year.
No signage other than one non-illuminated sign measuring not more than one by one and one-half (1' x 1-1/2') feet in area shall be allowed.	pending	Yes	Light on Hermitage Farm sign needs to be removed.
At least 16 hard surface parking spaces must be provided.	Yes		Gravel surface is compliant
No overnight business sessions allowed.	Yes		
Hours of business shall not exceed 8:00 AM to 9:00 PM Monday through Saturday.	Yes		Encourage clients and others to leave promptly after 9:00 pm
Outside lighting shall be diffused or directed away from adjoining properties or public roads.	Yes		Parking lot and other outdoor lights are off at 10pm.
The Conditional Use Permit is not transferable.			No longer enforceable

The township officers or its staff shall be allowed to inspect the property during regular business hours.	Yes		A scheduled visit needs to be arranged including TCPA (Mr. Ihrke), Town Board Supervisor(s), Planning Commissioner(s) before finalizing this Compliance Review
No activity or storage outside of the accessory structure for the proposed use.	pending	Yes	Drumming circle needs to be in the accessory building
Review of Conditional Use Permit: The Conditional Use Permit includes, at the discretion of the Town Board, a periodic review to determine compliance with the conditions of the permit. The Town Board may also elect, upon adoption of an appropriate resolution following verification of a complaint that a condition has been violated to conduct a review of the permit. Said review shall only take place following written notice to the owner of the subject property and a duly noticed public hearing. Following such hearing, the permit may be amended based on changed conditions and experiences with the site	Yes		No formal complaints at this time. However, there may be a need to revise this CUP or prepare a new CUP to include the use of space in the 4-car garage for the preparation of floral arrangements for weddings, funerals, etc. Arrangements are made and sold by a niece/cousin and not associated with Hermitage Farm.
A "Certificate of Occupancy" must be issued by the Township Building Inspector prior to beginning the new use.	Yes		