

EUREKA TOWNSHIP
Dakota County, State of Minnesota

PLANNING COMMISSION MEETING
December 7, 2021-7:00pm

Call to Order

The Planning Commission Meeting was called to order at 7:00pm by Chair Wood.

Commissioners Present: Randy Wood (Chair)
Bill Clancy (Vice Chair)
Debbie Burkhardt (Commissioner)
Julie Larson (Commissioner)
Chad Berg (Commissioner) via ZOOM

Others Present: Ranees Solis (Clerk), Nancy Sauber, Mike Meyer
Zoom Participants: Jeff Otto

Approval of the Agenda

Motion: Chair Wood moved to approve the agenda as presented, seconded by Vice Chair Clancy. Roll Call Vote: Randy Wood- Aye; Bill Clancy- Aye; Debbie Burkhardt- Aye; Julie Larson- Aye; Chad Berg- Aye; *Motion carried 5-0.*

Citizen Inquiry

1. Michael Meyer, real estate agent from Re/Max Advantage Plus, wanted to discuss possibilities for a 160-acre quarter which currently has 2 residences on the property, PIN 13-03200-01-010. A question arose as to how there could be two residences with only one Property Identification Number. According to the title search, the address was changed in 1990. A rambler was built at that time, the other occupied building is a farmhouse built in 1890. Looking at the satellite, the farmhouse looks to be straddling two quarter-quarters. When shifting building rights, debate took place on what quarter-quarter this residence is located. Currently there is nothing in the ordinances stating the requirements of which quarter-quarter would be identified, therefore the owner may guide the Town Board the preference. To proceed, research needs to be done on what eligibilities are available for this property. Mr. Meyer will send his title search results to the Town Board.

Permit Requests

NONE

Land Use

NONE

Town Board Liaison Report

Chair Sauber presented highlights from the two November Town Board meetings.

Highlights:

- Review of violation letters
- Draft letter of mining pits
- Rationale of text amendment
- Septic pumping information from the county
- JPA sheriff ordinance enforcements services
- Administration and Hearing System Module ordinance and letter
- Updates on outstanding complaints and violations
- Jim Sauber citizen inquiry-driveway must be 10ft or more from property line
- Internet Grant-should receive results in early 2022
- Airport Advisory Committee; Nancy Sauber and Randy Wood volunteered for a 2-year term

Old Business

A. Permit Review-Exempt Agriculture Building Permit application

The Planning Commission reviewed past versions of the applications to help determine what should be in a revised application.

Motion: Vice Chair Clancy moved to take the Exempt Agriculture Building Permit application revised on 4/18 and add the section where the setback confirmation is listed from the 4/08/2013 form to the bottom of the last page. This combination would be the new complete form, effective December 2021. Commissioner Larson seconded.

Discussion took place on the role of the Planning Commission to take measurements and a clerical role to mark the assessment. Site Map should be attached to the application. Further discussion began about the checklist of questions. It was confirmed the questions are following the statutory requirements. Chair Wood will create a mockup to the clerk to present to the Town Board for approval.

Roll Call Vote: Randy Wood- Aye; Bill Clancy- Aye; Debbie Burkhardt- Aye; Julie Larson- Aye; Chad Berg- Aye; *Motion carried 5-0.*

After the vote, the application was again reviewed for more changes. A concern of having a supplement handout for site map requirements rather than it being an attachment to the application was discussed. A citizen should not be given an application without the set of rules. It was explained that all permit applicants do receive a packet of information in addition to the requested permit paperwork. Additional directions about the site plan and an area to check that this task is done was talked about in detail. A yes or no check box will be added that states the applicant received a handout that lists the site map requirements. Chair Wood will create a mockup to the clerk to present to the Planning Commission for review next month.

Motion: Vice Chair Clancy moved to further amend the application to insert a check box on page one by the site plan area to confirm that they reviewed the handout that lists the site map requirements and submitted the site map. Chair Wood seconded.

It was noted that some of the responsibility of a complete application falls on the clerk and deputy clerk.

Roll Call Vote: Randy Wood- Aye; Bill Clancy- Aye; Debbie Burkhardt- Aye; Julie Larson- Nay; Chad Berg- Aye; *Motion carried 4-1.*

B. Township AG Building Permit Card

Commissioner Larson explained to all the proper procedure using this permit card. No changes needed.

New Business

A. Discussion Points:

1. Lean-to/Roof Extension on side of a pole barn

Vice Chair Clancy presented a summary of a review on the existing Township Ordinance 3, chapter 4, definitions. Debate took place on how to measure and account for square footage. It was suggested to take some of the verbiage of the summary and attach it to the Building Permit Application to help the applicant to understand the rules. Interpretation of the ordinance is that any structure having a roof which may provide shelter or enclosure of persons, animals or property of any kind should be included in the total square footage. It was stated that the building permit process must include a clear and accurate site map for the Planning Commissioners to review. If there are changes, such as a lean-to, the applicant should submit a new site map reflecting these changes and the review process begins again before recommendation of approval to the Town Board.

Further suggestions such as providing a side view drawing of the building, possibly measuring footing to footing, and defining a formula to calculate square footage at the Town Board level was discussed. More questions will be asked directly to Inspectron, Inc. on this subject. The Planning Commissioners agreed to revisit this topic after the Town Board receives input from the licensed inspector.

2. Site plan verification/Building permit procedures & roles review

Purpose of this topic is to discuss how the beginning procedures of the building applications review could improve and to summarize the role of the Planning Commission. Although Inspectron, Inc. has made the statement that in other townships they do take on the role of zoning, there is no suggestion to go that route at this time. There are concerns of existing inspections that turn out not to be complying. Commissioners shared their experiences on what they believe to be their role in this process. Google Earth, Dakota County GIS site and visits to the property are just a few tactics used to verifying site plans.

B. Proposed Text Amendment-Ordinance 3/definitions, building rights & transfers

It was requested to table this issue due to confusion over the document that was provided in the packet. A full markup version was printed for the packet so that changes could be seen. Jeff Otto agreed to send a new email with a December 2021 dated document to the clerk and deputy clerk. This version will be discussed at the next Planning Commission meeting. The Commissioners expressed their gratitude to Jeff Otto for the work he has done so far. Mr. Otto also has created a database for tracking housing rights; however, this needs to be reviewed and adjusted to correlate with the proposed text amendment before use. A target date for the database release is March 2022.

Minutes Approval

Motion: Vice Chair Clancy moved for the Planning Commission meeting minutes for November 3, 2021, be approved as submitted. Commissioner Larson seconded.

Roll Call Vote: Chad Berg-Aye; Randy Wood- Aye; Bill Clancy- Aye; Debbie Burkhardt- Aye; Julie Larson- Aye; *Motion carried 5-0.*

Deputy Clerk Matters

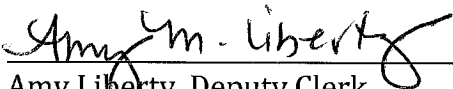
NONE

Adjournment

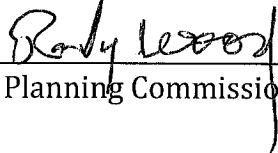
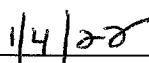
Motion: Chair Wood moved to adjourn the meeting, seconded by Vice Chair Clancy.
Roll Call Vote: Chad Berg-Aye; Randy Wood- Aye; Bill Clancy- Aye; Debbie Burkhardt- Aye;
Julie Larson- Aye; *Motion carried 5-0.*

Meeting adjourned at 9:06pm.

Respectfully submitted,



Amy Liberty, Deputy Clerk

Minutes Officially Approved by:  on: 
Planning Commission Chair Date

EUREKA TOWNSHIP

Dakota County, Minnesota



Planning Commission Meeting

Attendance

Tuesday, December 7, 2021

7:00 PM

Printed Name:

Mike Meyer
Ralph Fredenburg

Address:

27345 Highview Ave - Lakeville.
23680 Jensen Ct