

CITY OF RUSHFORD VILLAGE (CRV)
PLANNING/ZONING COMMISSION MEETING MINUTES FROM TUESDAY, January 16, 2024

The Tuesday, January 16, 2024 Planning and Zoning meeting was called to order at 5:43 pm by Planning and Zoning Administrator Jon Pettit in the CRV Office.

Members Present: Jon Pettit, Hamilton Petersen, Gordon Johnson and Jesse McNamer Absent: Glen Kopperud

Citizens/Others Present: Dennis Overland-Mayor, Mary Miner-Clerk

Agenda Approved as presented

Motion by Johnson, 2nd by Petersen. Carried.

Minutes from the December 19, 2023 Planning-Zoning Commission Meeting approved as presented

Motion by Johnson, 2nd by Petersen. Carried.

NEW PERMITS: None Written

PERMIT STATUS / PROJECTS IN PROCESS / INQUIRIES:

- **Bernard/Boyum-Indian Chapel Rd:**
 - Everything is ok with Ben Bernard, he has been in and talked to Planning and Zoning about building a new home on Indian Chapel Road
 - Pettit reported Boyum has been into the office a couple of times and talked to Miner but Boyum has not contacted Pettit. A surveyor called Pettit asking what could be done with a piece of property Boyum was thinking about selling that is between Boyum's house and Glen Bernard's house
 - Pettit does not see a problem with splitting and selling the property as long as the use does not change.
 - Boyum has already split his property once and there are already 2 homes within the quarter/quarter so if the parcel is split again in order for a new home to be built it would need to be a subdivision and would have to follow the CRV Subdivision Ordinance #11
 - Pettit is not aware of what Boyum's plans are for the property and has not heard anything back for the surveyor or Boyum regarding splitting the property since he spoke with the surveyor
 - Boyum is also concerned about the location of Ben Bernard's new driveway and potential water shed issues
- **United Packaging sale:**
 - Pettit reported CRV received an email from a Title/Deed company asking for information about the United Packaging property on Highway 16 as it pertained to the sale of the property
 - Pettit replied back stating it's classified as commercial property, there are not variances or anything against the property and they can refer to CRV Ordinance #5 if they have questions on what can/cannot be done with the property.
 - Pettit does not know what the new owners plan to do but assumes the business will remain the same
- **Burning Permit:**
 - Miner received a call from a resident asking if they needed a burning permit to burn a pile of branches. The resident had the understanding if there was an inch of snow on the ground a permit was not necessary
 - Miner told them to call the MN DNR. Resident called back, per the resident, the MN DNR told them if there are 3 inches of snow on the ground a permit is not needed.
 - Overland looked at the MN DNR website, information on the site is confusing but it did state a permit is not needed "when the ground is snow-covered — by definition, when there is a continuous unbroken cover of snow 3 inches deep or more surrounding the immediate area of the fire, sufficient to keep the fire from spreading"
 - The cost of an online permit is \$5.00 for a calendar year. The same permit can be used multiple times.
 - Residents do have to follow CRV Outdoor Burning Ordinance #16 regulations

OTHER ISSUES/CONCERNS:

- **Review 2023 Planning and Zoning Rates Sheet & Permit Application:**
 - Reviewed 2023 Zoning permits issued along with Planning and Zoning 2023 expenses
 - Planning and Zoning 2023 expenses were \$380.51 more than what was paid in permit fees.
 - Planning and Zoning Board members stated this is a service provided for the CRV residents and do not feel it has to make money
 - Pettit stated as long it is that close why mess with it. There are so many no charge permits under \$10,000.00. Pettit was thinking the \$50.00 for the first \$10,000.00 and \$2.00 for every \$1,000.00 after that is inconsistent because \$50.00 on \$10,000.00 is \$5.00 per \$1,000.00 but after that is it only \$2.00. Overland stated the initial cost of \$50.00 is to cover the cost of the paperwork, which means that if the permit is under \$10,000.00 nothing is collected for the paperwork. Pettit does not have a problem with it but stated the next person to get the Planning/Zoning Admin. job will probably write down everything they do and it could get pretty costly with all the no charge permits that are written
 - Pettit stated when a permit is submitted he goes by what the permit says as far as what he charges for it, he takes the resident at their word

Motion made to have the 2024 Planning and Zoning Rates remain the same as they were in 2023

Motion by Johnson, 2nd by Petersen. Carried.

- **Confirm: (1 yr Term: Commission Members Gordon Johnson and Jesse McNamer (1/1/24-12/31/24)
(2 yr Term: Commission Members Glen Kopperud and Hamilton Petersen (1/1/24-12/31/25)
Regular Zoning Mtgs: 3rd Tuesday before 2nd Council Meeting, 5:30 PM, Rushford Village
Hall Office. Next Meeting Tuesday, February 20, 2024:**

- Kopperud was unable to attend the meeting but stated in an email he would continue his term

Motion made to approve the Planning and Zoning Board terms, meeting day and time as presented

Discussion: Third Tuesday of each month at 5:30 pm works for everyone. There are times people will not be able to attend, that cannot be helped. McNamer stated during his busy time he could remote into the meeting but this is not allowed unless he would be in a public place where others could listen too, during COVID things were different

Motion by Petersen, 2nd by McNamer. Carried.

- **Rebecca Charles-CEDA Updates/Reports:**
 - Monthly report was available for review

OTHER UPDATES/ MEETINGS:

Next Zoning Board Meeting: February 20, 2024, 5:30 pm at CRV Office

Next Council Meetings: January 16 and February 6, 2024 at 7:00 pm at CRV Office

Motion to Adjourn made by Johnson, 2nd by Petersen at 6:27 pm

Recorder: Mary Miner