**Town of Gnesen Planning Commission**

**March 15, 2023 Minutes**

**Members Present:** Carter Williams, Pete Bergman, Matt Thibodeau, Kevin Middleton, Sherri Underthun, Kathy Buran, Carol Jacobson, Joe Ferguson (VIA MICROSOFT TEAMS); and Sarah Blix and Hannah Jurek Planning and Zoning Secretary.

**Members Absent:** Dick Delano, Nathan Horyza Zoning Officer

**Others Present:** Gary Juten, Dennis Campbell, Jay Haller, Marcia Haller, Nancy Poppenberg, William and Kathy Watters, Dan DeArmond, and Josh Elleson.

**APPROVAL OF AGENDA:** Carter added Zoning Officers Duties under New Business. A motion was made by Carter to approve the agenda, second by Sherri. All vote in favor.

**APPROVAL OF THE FEBRUARY 15, 2023 MINUTES**: A motion was made by Sherri to approve the February 15, 2023 minutes, second by Kevin. All vote in favor.

**APPROVAL OF THE MARCH 8, 2023 MINUTES:** A motion was made by Sherri to approve the March 8, 2023 MN Power Public Hearing minutes, second by Carol. All vote in favor

**CONTINUING BUSINESS:**

**Motion follow up from December 21, 2022:** There was a motion on the table dealing with the DeGuzman variance and how a contractor build a building without a permit, the motion passed. To the Town Offices knowledge the actions from this passed motion did not come fruition.

**Ordinance Updates-** Paperwork was sent out a while ago with ordinance changes 3 years in the making. And nothing has been done yet. There are also a lot of issues with Ordinance #10, so Carol suggested a Sub-Committee to get together to proof Ordinance #10. Carol, Sherri, Carter, and Matt have volunteered to be on the sub-committee and a public hearing is set for Wednesday, May 17, 2023 at 6:30 p.m. to amend the ordinance.

**Nuisance Ordinance Discussion—**Carol took all the feedback from the community at the public hearing as well as the feedback from the Town Board and made the appropriate changes to the ordinance. The Commission Members helped Carol with their feedback, for the Commission to present their version of Ordinance to the Town Board by April 10, 2023 meeting.

**NEW BUSINESS:**

**Carol’s Corner –** The Commission revisited the letter Carol wrote last month about her concerns regarding zoning issues. With the discussion of PUD (Planned Unit Devleopment) both residential and commercial coming up she stressed the importance of figuring out what needs to be changed. A past Town Board passed a motion of not allowing PUD both residential and commercial from Gnesen Township. So Carol suggested that the Commission double check those findings, and then when it comes to PUD what does the county have in place in regards to PUD since there is nothing in Ordinance #10 except for definition. There is a lot of confusion with this matter, which Carol addressed in her letter last month and reiterated at the March meeting.

**60 Day Rule Process-** A handout was presented to the Commission stating the 60 day rule and the process that the Town office will put into effect imminently to avoid missing deadlines and keeping order.

**Discussion on Virtual Meetings-** There was past discussion that the Commission was no longer doing Zoom meetings that the Zooming meetings were only in effect because of COVID. Now that meetings can be held in person it is in encouraged to attend the meetings in person, that setting up for a now TEAMs meeting will not be necessary because a Commission Member or any persons directly involved with the Planning Commission cannot attend a meeting in person. Exceptions have been made for public hearings involving the applicant not being able to attend. So TEAMs meeting will be on a case by case basis.

**Zoning Officer Duties-** Nathan has been asked to serve on all kinds of committees and adds a lot to his job responsibilities. In turn making it difficult to meet with sub committees, causing those committees to not progress. It was suggested that in the future that committees deal with the task at hand, put their proposals in, then have Nathan put input in after the first round. The suggestion of an assistant will be able to help alleviate this issue as well.

**P&Z Requirements/expectation for future meetings-** Matt and Carter attended the most recent Town Board meeting, where it was stated that the Commission will get reimbursed for their time on the Planning Commission, The Town Board expressed their appreciation to the Commission for their hard work and dedication and encouraged them to keep up the good work and keep being involve. The Town Board will have to determine if the fee of $40 is per meeting, how many meetings, does it include the regular scheduled Planning and Zoning meetings. It will get put on the Town Board’s agenda for discussion.

**Short Term Rental Process-** A checklist was made for the Clerk’s so when an application is dropped off, those items will be checked as far as its filled out completely, and handed to the Zoning Officer who then has to look over the accuracy of the application and site visit and deem it complete and acceptable with the 60 day rule in mind.

**Subdivision Application-** Sherri made a couple, using the county as a template. She is still working on the conservation one. Although there is a small number of subdivisions and no PUDs the Township requires there to be an application even if the county doesn’t require it.

**BOARD MEMBERS REPORT:** The commission is covering everything the Board would like them to do regarding the Nuisance Ordinance. The Annual Election and Meeting was the night prior and newly appointed Nancy Poppenberg was in the audience at the March Planning and Zoning Meeting, so Gary took the time to introduce her.

**ZONING OFFICERS REPORT:** No report. Nathan was not in attendance at the meeting.

Next P&Z Meeting will be held on Wednesday, April 19, 2023 at 7:30 pm.

A motion was made by Sherri to adjourn, with a second by Kathy. All voted in favor. Meeting adjourned at 8:15 pm.

Respectfully submitted,

Hannah Jurek, Planning and Zoning Secretary Matt Thibodeau, Planning Commission Chair

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Date Date