

## **Crow Wing Township Planning Commission Meeting, February 3, 2025, 6:00 PM**

**Commission Members Present:** Brad Arnold (Chairman), Commissioners David Nelson, Dan Lee, Jon Kolstad, Paul Stephany (Township Board Supervisor), Scott Saehr (Planning and Zoning Consultant) and Sue Kern (Township Clerk). Brad called the meeting to order at 6:00 PM and the Pledge of Allegiance was recited.

**Additions or Deletion:** None.

**Public Hearings:** None. A public hearing is scheduled for March 3, 2025.

**Open Forum:** None.

**Approval of Minutes:** Dan made the motion to approve January 6, 2025, Planning and Zoning meeting minutes as written. Paul seconded the motion. No discussion. Passed 5-0.

**Old Business: Outstanding Complaints:** The Hunter Circle property owner needs to cease and desist construction and needs an adequate site plan, complete application and fees paid. The owner will be contacted and asked for permission for a site meeting and/or come to a meeting. Violation complaints were discussed indicating some progress being made on them. No action was taken.

**Planning and Zoning Services Review:** The Commission discussed the income/expenses of the Planning and Zoning Fund. Historically the fund goes up/down a couple of thousand dollars and the balance has been somewhat steady. In 2024 the expenses exceeded the income by a couple of thousand dollars.

**2025 Fee Schedule Review:** The fee schedule was reviewed, and it was noted that the County's rates are higher than the Township's rates. Saehr Consulting fees were reviewed. Scott started in October 2022. It was noted that Scott is spending a significant amount of time explaining facts to realtors, updating coding and PZ administration. Jon made a motion to propose to the Town Board that fees align with the County's 2025 fee schedule with the addition of \$100 fee for boundary line adjustment associated with metes and bounds. Dan seconded the motion. Brad stated there may be fees for consulting added. Passed 5-0.

**New Business: Chair and Vice Chair Positions:** David nominated Brad for the Chair position. Jon seconded. Brad noted he has some additional items on his plate, but he would fulfill the position. Passed 5-0. Brad nominated David for the Vice Chair position. Dan seconded the motion. No discussion. Passed 5-0. **Planning Commission Dates and Terms:** The Commission terms are 2 years. Old records are unclear as to when each member started and at times there were gaps in filling positions due to a lack of interest. It was decided that staggering terms would be in the best interest of the Commission. David made a motion that Brad and Dan's terms would come up February 2026, David and Jon's terms would come up in February 2027. Paul's position is tied to the Town Board election cycles. Dan seconded the motion. Paul is up for re-election in March 2025 for a 3-year term on the Town Board. The Town Board considers realignment of positions in March, but Paul is willing to stay on the PZ Commission. Motion passed unanimously. Members can be reappointed at the end of their term.

**Ordinance Amendments and Review: Set Public Hearing for March:** The County has reviewed the Ordinance over the past several months and now the Township is reviewing the Ordinance. Items were suggested to be clarified such as commercial, retail, industrial, conditional use, Cannabis and permit extensions. Scott will make changes of comments discussed, define definitions and the fee schedule for the next meeting. **Delegation Resolution Template:** Reviewed and conditional use process and licensing process was discussed. Scott is consulting the County regarding this.

**P&Z Administrator's Report:** Hunter Circle property has already been discussed.

**Town Board Correspondence:** Chair, Vice Chair and terms will be sent to the Town Board.

**Adjournment:** Brad made a motion to adjourn. David seconded. No discussion. Passed 5-0. The meeting adjourned at 7:49 pm.