



CASCADE
--- TOWNSHIP ---

2025 75TH ST. NE
Rochester, MN 55906
www.cascadetownship.us

Plan for Active CUP Reviews
January 9, 2017
(revisions to Proposal dated May 24, 2016)

Town Board Approved “Proposal” on June 6, 2016 Meeting.

Commission Reviewed Current CUPs and Determined which are Currently Active and Inactive

- **Website Updates Planned to Document Reason for Designation of Each Inactive CUP**

Review The Plan with Town Board Prior to Executing. (TCPA has completed a review).

Schedule CUP Reviews and Provide Schedule to Respective CUP Holders Ahead of Meeting

- **Reviews To Be Held at Planning Commission Meetings by Planning Commission**
- **Time Line for 3 Reviews each quarter of 2017?**

Send CUP Review Letter from Town Clerk or Assistant Town Clerk to all Active CUP Holders Regarding Review / Date

- **Send to Address on Property ID (PIN #) on Record (unless Other Address Known).**
- **Enclose CUP Document(s)**
- **Request Response to Town Clerk within 30 days and Attendance at Scheduled Meeting.**
- **Indicate that all Conditions will be reviewed and Public Comments are Possible.**
- **Summarize Any Issues & Concerns of Planning Commission.**

Keep TCPA informed of all Planned CUP Review Activity, to Allow for Involvement as Required

Prepare CUP Review Checklist Appropriate for Each CUP.

- **Intent Is to Use for Review, File with Minutes, and Post Summary on Website.**
- **Document any compliances, non-compliances, comments, and actions required.**

Summarize Reviews to Board of Supervisors.

- **Special Attention Must be Given to any Serious Deficiencies Found and not Rectified.**
- **Any Recommendations for Termination of CUPs Must be sent to the Board of Supervisors for Review and Action.**
- **Revocation of a CUP requires a Town Board Public Hearing**
- **Any change or addition / deletion of any CUP condition(s) requires a Town Board Public Hearing**