

**PLANNING COMMISSION**  
**CASCADE TOWNSHIP – OLMSTED COUNTY – MINNESOTA**  
**MARCH 18, 2008**

Commission Members Present: Dan Frissora, Arlen Heathman, Jay Hesley, Steve Nigon, Tom Schwalen

Supervisor Present: Harold Atkinson (as part of the public audience)

Call to order at 6:35PM

**Election of Planning Commission Officers**

Election of Chairman of the Commission

- Heathman moved and Schwalen seconded to nominate Hesley as the Chairman. Motion carried.

Election of “scribe”

- Heathman moved and Hesley seconded to nominate Schwalen as the “scribe”. Motion carried.

**Parking Ordinance**

Township Board has requested the Planning Commission develop a Parking Ordinance for the Township. The Ordinance is requested to:

- Protect the Township from liability if a vehicle is damaged by the Township snowplows
- To reduce the number of call backs when parked vehicles prevent the plows from clearing an area

A lengthy discussion followed between the Board and residents attending the meeting over the number of occurrences, the number of call backs and the need for the Ordinance. Also discussed were enforcement and the need for short term on road parking when people have visitors.

The discussion was closed with no motion at this time. Continue the topic at the next Commission meeting.

**Access Management Ordinance**

Heathman distributed copies of an Access Management Ordinance written by the TCPA. The Township Board has requested the Planning Commission to develop an Access Management Ordinance.

- Board is concerned about the Township’s liability due to “headwall” placement around culverts in the right of way
- The right of way is 66 feet – 33 feet on each side of the centerline of the roadway  
Normally the roadway is 12 feet on each side of the centerline leaving 21 feet to the edge of the right of way
- Township determines if a culvert is required at the driveway, and if one is, the resident is required to pay for the culvert

Tom Pike of 65<sup>th</sup> Street NW ask for a review of his driveway before he reconstructs it.

Residents attending the meeting expressed concerns about retrofitting existing driveways to conform to requirements of the proposed Ordinance.

The discussion was closed with no motion at this time. Commission will review the proposed Ordinance for the next meeting.

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**Planning Commission Operation**

Heathman distributed copies of Township Planning and Zoning – A General Overview and stated the Commission needs a statement of policy / purpose. Specific items needing the Boards attention:

- Length of appointment to the Planning Commission – length of appointment should allow overlap of appointments so there is continuity on the Commission
- Chairman's duties
- Scribe's duties
- Meeting place

Planning Commission does as directed by the Township Board. Only exception is Conditional Use Permits which the Planning Commission controls. All other items / actions go to the Township Board.

Size of the planning Commission:

- Seven is the maximum; five is the minimum; one representative from the Township Board.

Salaries as set by the Township Board are:

- Chairman and scribe \$50 / meeting; other members \$40 / meeting
- Work outside the meetings \$16 / hour
- Travel \$0.505 / mile

After discussion Frissora moved and Heathman seconded that the Planning Commission:

- Will consist of one Township Board representative and four members approved and appointed by the Township Board to serve a term of four years
- Motion amended by Hesley:
  - There is no limit on the number of terms a member can serve
  - A vacant positions will be filled for the remaining length of the departing member's term
- Motion seconded by Frissora
- Motion carried

Frissora moved to establish the order of terms of the current members in the order of appointment. The order of appoint and therefore the order of term expiration will be:

1. Nigon
  2. Hesley
  3. Frissora
  4. Schwalen
- Motion seconded by Heathman
  - Motion carried

Heathman moved and Frissora seconded that the next Commission meeting will be on May 20<sup>th</sup> 2008. Motion carried.

Chairman will publish the agenda two weeks prior to the next meeting.

Hesley moved and Frissora seconded meeting be adjourned. Motion passed.

Meeting adjourned at 8:05 PM.