



**CASCADE**  
--- TOWNSHIP ---

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Rochester, MN 55906  
[www.cascadetownship.us](http://www.cascadetownship.us)

CASCADE TOWNSHIP  
OLMSTED COUNTY – MINNESOTA  
PLANNING COMMISSION MEETING MINUTES

October 27, 2015

Commission members present: Gary Sieck, Dean Hegrenes, John Friederichs, Cheryl Adolphson

Commission member absent: David Derby

Ex-Officio members present were Roger Ihrke TCPA and Steve Wilson (town clerk/treasurer)

One other township resident as noted in the attendance log.

Pledge of Allegiance at 7:05

Commissioner Sieck noted that the Commission needed to elect officers. Commissioner Hegrenes volunteered to be chairperson, Commissioner Friederichs volunteered to be vice-chairperson and Commissioner Adolphson volunteered to be Scribe. Commissioner Hegrenes moved to accept this slate of officers; Commissioner Adolphson seconded the motion.

AYE: Sieck, Hegrenes, Friederichs, Adolphson

NAY: none

ABSTAIN: none

Commissioner Friederichs, as the previous Scribe, read the minutes from the meeting of August 18, 2015. After discussion among commission members, the text of these minutes will be reviewed and amended. At the next meeting, they will again be considered for approval.

Commissioner Sieck moved to table the approval of the minutes pending further revisions;

Commissioner Friederichs seconded the motion.

AYE: Sieck, Hegrenes, Friederichs, Adolphson

NAY: none

ABSTAIN: none

Old Business: The peddler ordinance/license was discussed. Mr. Ihrke stated that this type of ordinance is a responsibility for the Township Board of Supervisors. The responsibilities of the Planning Commission are focused on Land Use. The peddler ordinance is not a land use issue. After discussion, Commissioner Sieck suggested the best way to handle this was for him, as the Township Board of Supervisors representative to the Planning and Zoning Commission, to take the matter back to the Board of Supervisors at the upcoming November township meeting. At this point it is no longer a matter for consideration of the Planning and Zoning Commission.

Because the Planning Commission members are new to their responsibilities, Mr. Ihrke provided written and verbal refresher summaries for the Planning Commission members. He also answered numerous questions. The following points are a partial summary.

TCPA office encourages questions, in person, by phone or email. Commissioners need to be certain that they understand the issues. Misunderstandings between TCPA and Commissioners need to be resolved.

There are many Open Meeting Law constraints and considerations. Be wary of email strings, for example, copy all and reply all, violating open meeting issues.

Cascade Township has urban powers because it has a population >1000.

A Conditional Use Permit (CUP) has no time limit and is tied to the land.

An Interim Use Permit (IUP) has a time limit, and the board and applicant must agree to the terms.

Be very careful in issuing CUP and IUP. Need findings both for and against the CUP and IUP. The 60-day rule is important (or extend to 120 days). Always tape record the public hearing and allow the applicant to present evidence. No new conditions can be added after a CUP is issued.

The terminology "legal non-conforming use" addresses what is commonly called a "grandfather" use. At the time the business/use began, there were no zoning or use restrictions.

Ordinances are the responsibility of the Town Board of Supervisors.

It is important that the TCPA knows the monthly meeting schedule. Public must also be notified if there are changes in the meeting dates and times, both on the Township Hall door and on the website.

New business: When information regarding the lawsuit is available from the lawyers, the Planning Commissioners need to be in the information loop regarding the mining application. In regard to non-conforming use, Wilmar could ask for re-zoning after one year.

Review of Haverhill Township Zone change was discussed, but no comments were submitted to the TCPA office.

Future meetings: Minutes from the previous two meetings will be reviewed and approved. Commissioner Sieck noted that the next meeting should address the lengths for each Planning Commission member's terms. That term information will likely need to come from the Board of Supervisors, based on their knowledge of appointments made to fill vacancies at the time of the appointments. The next meeting for the Planning Commission will be November 17, 7pm, and

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Mr. Ihrke will attend to provide additional education, guidance, and insights to the new commissioners and answer additional questions they may have since the last meeting.

Motion by Commissioner Sieck to adjourn, second by Commissioner Friederichs.

AYE: Hegrenes, Sieck, Friederichs, Adolphson

NAY: none

ABSTAIN: none

Meeting adjourned at 8:42pm.

Submitted: Cheryl Adolphson, Scribe

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Cheryl Adolphson, Scribe

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John Friederichs, Planning Commission  
Vice Chair