



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

2025 75<sup>TH</sup> ST. NE  
Rochester, MN 55906  
[www.cascadetownship.us](http://www.cascadetownship.us)

CASCADE TOWNSHIP, OLMSTED COUNTY  
PLANNING COMMISSION MEETING MINUTES  
FEBRUARY 21, 2017

**Call to Order:** 7:00 pm by Chairperson Dean Hegrenes

**Roll Call:** Commission Members Present: Dean Hegrenes, Gary Sieck, Cheryl Adolphson, David Derby, John Friederichs

**Pledge of Allegiance**

**Attendees:** Cascade Town Board: Arlen Heathman, Jimmy Hoss, Cascade Clerk Treasurer: Sara Rudquist, Jeffrey Olsgard-Veit Disposal Systems, Nancy McGinnis and daughter Molly - Greenwood Plants

**Agenda Announcement and Review**

**Approval of Minutes:** The minutes from the December 20, 2016 meeting were briefly discussed. A motion to approve the minutes was made by Commissioner Friederichs and seconded by Commissioner Derby. All voted in favor, and the motion passed.

**Call to Audience:** no response

**Continuing Business:**

Status of: Conditional Use Permit (CUP) 16-03 has been recorded and filed by Olmsted County, and posted on the Cascade Township website.

**New Business:**

**CUP Maintenance reviews:**

CUP 03-01 Veit Disposal Systems of Rochester

Mr. Olsgard provided a short summary of the various services that Veit provides at the site and answered questions from the board. He provided the Commission with a copy of the February 15, 2017 review inspection from the Minnesota Pollution Control Agency (MPCA) that addressed some of their compliance requirements needed within 30 days. He assured the board that the requirements will be addressed promptly and the MPCA will be notified upon completion. (copy of MPCA letter filed with CUP Review)

Overall, the review showed that Veit Disposal Systems is in compliance with their CUP (see Review Checklist for CUP 03-01 February 2017 as filed with CUP Reviews). A motion to this effect was made by Commissioner Friederichs and seconded by Supervisor Sieck. All voted in favor and the motion passed. In the future, every October, a representative from Veit will meet with the Cascade Planning Commission, after the neighbors have been contacted (Glenn's Motorcoach Tours and Randy and Becky Tomfohrde) by the Planning Commission.

CUP 01-01 Horticultural Business (Greenwood Plants) – Jerry and Nancy McGinnis

Mrs. McGinnis and her daughter, Molly answered the Commission's questions regarding their home-based business. They provided a copy of a 2016 well water analysis (copy filed with the CUP Review). A question was raised concerning the last condition in the checklist, namely, "This

conditional use permit is not transferable upon sale of the property". At present, there is a need for additional legal clarification of this condition.

Overall, the review showed that Greenwood Plants (Mr. and Mrs. McGinnis) is in compliance with their CUP (see Review Checklist for CUP 01-01 February 2017 as filed with CUP Reviews). A motion to this effect was made by Supervisor Sieck and seconded by Commissioner Friederichs. All voted in favor and the motion passed.

CUP 06-01 Continuation and Expansion of Storage Business – The current owners of this property have not responded to the letter sent to them in January 2017, they are not the original applicants for the CUP, and they do not reside on the property. Commissioner Derby moved to revoke CUP 06-01, Commissioner Friederichs seconded the motion. All voted in favor and the motion passed.

The Cascade Town Board will be notified of these completed CUP reviews at their next meeting in March 2017.

#### **Proposed CUP Maintenance Reviews for March and April 2017**

March: CUP 03-02 Impound Lot - Bernard and Gary Lietzen

CUP 04-01 Storage Building Addition – Thomas Brogan Heating and A/C

April: CUP 07-01 Home Occupation in Accessory Structure – Lisa Van Getson

**Board Meetings and Lawsuit Status Summary** – Supervisor Sieck provided a summary of recent activity: Steve Wilson has resigned the Clerk Treasurer position, Gary Swenson has provided temporary back up and Sara Rudquist has been appointed as the new Clerk Treasurer. March will have the budget meeting for 2018, the election, and the annual meeting. The Lawsuit mediation continues, trial date is set for March 21<sup>st</sup>, will ask for continuation, mediation is ongoing, but difficult. Rezoning will be the first step by the Town Board with the required public notice and hearing, the second step will be a CUP by the Planning Commission with public notice and hearing.

#### **Continuous Improvement (CI) Survey Results and Proposal for Annual Meeting** –

Commissioner Hegrenes presented and discussed the written summary of his survey concerning CUP maintenance. Specific steps have been taken and future direct action is becoming clear. His results will be shared with the Town Board in March.

**April Reorganization Meeting** was briefly discussed, including the need to decide on the rotation of officers for the Commission.

**Practical Guide to 60-Day Rule and Minnesota Statutes** – Commissioner Hegrenes provided printouts of 3 documents that are pertinent to the Commission regarding the 60-day rule and how it impacts board activity. They are reference materials to be studied.

**Round the Table:** Next meeting will be March 21, 2017.

**Second Call to Audience:** Research in the ordinances is needed to determine the limit for how many employees can be used in a home-based business. Any amendments or modifications to an existing CUP need a hearing by the Town Board.

**Adjournment:** Motion to adjourn made by Supervisor Sieck, and seconded by Commissioner Friederichs. All voted in favor, the motion passed, and the meeting adjourned at 9:21 pm.

Submitted: Cheryl Adolphson, Scribe

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Cheryl Adolphson, Scribe

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Dean Hegrenes, Planning Commission  
Chairperson

Addenda

Compliance Review for CUP 01-01

Compliance Review for CUP 03-01

**Cascade Planning Commission Review CUP 01-01 February 2017**

Review Summary: **IN COMPLIANCE**

Action Items:

Follow up Items: PC Chair clarification of Transferability Condition.

Date For Next Review: February 2019

<b>CUP -01-01</b> Jerry and Nancy McGinnis	<b>Comply</b>	<b>Not Comply</b>	<b>Comments</b>
No outside storage of merchandise between the greenhouse and County Road 112	Yes		
Results of a water test showing that water supply meets current County standards shall be submitted to the Township Zoning Administrator	Yes		Copy of well water analysis dated February 2016 provided to Commission
Rest room facilities provided for employees and customers. If a portable toilet system is used it should include hand washing facilities.	Yes		Hand sanitizer is used in the portable toilet system.
No signage other than one non-illuminated nameplate measuring not more than 32 square feet in size shall be allowed.	Yes		Have two signs, but County Road 112 has limited visibility issues, so two signs are safer for customers and traffic. Commissioners all Agreed.
There shall be no more than the equivalent of five full-time employees on the site at any time.	Yes		Currently in compliance during the season, but home-based businesses are regulated by county ordinance. County ordinance applicable to this CUP at time of review is: "No more than five (5) full-time equivalents (FTE) shall be employed who are not members of the household residing on the premises."
At least sixteen (16) permeable surface parking spaces must be provided.	Yes		No roadside parking allowed. Have added an overflow parking lot to the original lot.
Outside lighting shall be diffused or directed away from adjoining properties or public roads	Yes		
Hours of business shall not exceed 9:00 AM to 7:00 PM Monday through Friday, 9:00 AM to 5:00 PM on Saturdays, and 11:00 AM to 4:00 PM on Sundays.	Yes		Business hours are posted correctly
This conditional use permit is not transferable upon sale of the property	N/A		Clarification on this Condition was committed to by Chair, in event sale or transfer becomes a consideration.

**Cascade Planning Commission Review CUP 03-01 February 2017**

Review Summary: **IN COMPLIANCE**

Action Items:

Follow up Items: Contact neighbors before October 2017, verify new signage MPCA.  
PC Chair clarification of Transferability Condition.

Date For Next Review: October 2017

<b>CUP -03-01</b> Veit Disposal Systems Jeffrey Olsgard	<b>Comply</b>	<b>Not Comply</b>	<b>Comments</b>
All concrete brought in for recycling shall be crushed at least annually. The raw materials storage area shall be emptied at least annually.	Yes		
An MPCA permit must be obtained and requirements met for proper solid waste management. Also, the applicant must obtain a permit with the MPCA for Industrial Stormwater.	Yes		Letter from MPCA dated 02/15/2017 requested signage be updated and notify MPCA when completed
All storage of full roll off units and source separation (recycling) shall be done inside the building.	Yes		
The property shall be managed to control the release of solid waste within the fenced and bermed areas of the applicant's lots.	Yes		
Hours of recycling operation shall be limited to 7am to 7pm Monday through Friday and Saturday 8am to 5pm. Sunday operations with approval of the Cascade Town Board prior to operation.	Yes		No Saturday or Sunday hours have been used, not economical for company.
Dust shall be controlled and managed by the applicant year-round.	Yes		
The provisions set forth in the application submitted by the applicant be adhered to.	Yes		
All parking and driveway aisles and building loading areas be maintained with an all-weather, durable surface (blacktop or concrete).	Yes		New blacktop installed fall 2016
The area be utilized for outdoor storage be paved or be dust-free gravel surface	Yes		
The total outdoor storage area for both the stockpiling of raw material and the final stockpile combined shall be no larger than 220 feet by 491 feet in size. The required setbacks from the combined property lines be: a. 45-foot front yard b. 25-foot side yard c. 25-foot rear yard All the required yards (listed above) shall be maintained in sod, trees, or shrubs.	Yes		

Any weigh scale be located no closer than five feet to the west side lot line. Any building associated with the weigh scale should be located in the buildable area of the lot.	Yes		
A berm at least four feet in height shall be established on the north, east and south sides of the raw material and final stockpile area. Article X, Section 10.08 Bufferyards; as listed in Table II Bufferyard Requirements of the Township Interim Zoning Ordinance shall be established on top of the berm. Raw material and final product stockpiles shall not exceed the roofline of the present building. Applicant shall work with the Olmsted County Soil and Water Conservation district to establish the berm and manage stormwater within the berm area. Erosion control and grading plans shall be approved by Cascade Township. Applicant shall be responsible for any federal, state or county permits concerning stormwater runoff.	Yes		Matt Grant, person responsible for compliance, call him during work hours if need to discuss. 208-1591
Concrete crushing shall be limited to 4 weeks per year between November 15 and March 30 from the hours of 7am and 5 pm Monday through Friday.	Yes		
The drive aisle shall be at least 18 feet in width for two-way aisle; off street parking spaces be at least 9 feet x 18 feet in size; and the drive aisle behind the parking spaces be 25 feet in width.	Yes		
The facility accepts no contaminated soil or other hazardous materials.	Yes		Only haul ash and other hazardous Materials, none at the site
No grinding or mixing of waste takes place (except for grinding of concrete).	Yes		
A revised site plan reflecting the listed changes be submitted prior to and incorporated as part of the permit.	N/A		This revision would have been provided prior to issuance of building permit.
The applicant agree to appear before the Township Planning Commission in October 2001 and each year thereafter, at which time the Commission will review the request and hear from neighbors with regard to the activity of the operation. An annual review fee of \$150.00 shall be paid each October to compensate for mailing and advertising of these meetings.	Yes (as of current date)		An October update every year going forward. Will contact neighbors to see if any complaints. Glenn's Motorcoach Tours 5803 15 <sup>th</sup> Street NW Rochester, MN 55901 Randy and Becky Tomfohrde 1413 60 <sup>th</sup> Avenue NW Byron, MN 55920
The concrete recycling portion of this permit is not transferable. If the property is transferred to a new owner, a new conditional use permit for concrete recycling shall be applied for and received	Yes		Clarification on this Condition was committed by Chair, in event sale or transfer becomes a consideration.

prior to any concrete recycling.			
The applicant agrees to allow the township to inspect the premise every three months for the first year of the permit.	N/A		This <u>was</u> allowed, but N/A now, due to beyond the first year of the permit.