

**MINUTES**  
**PINE COUNTY PLANNING COMMISSION**  
January 13, 2015 6:00 p.m.  
Pine County Health & Human Services Building  
1610 Hwy. 23 North, Sandstone, MN 55072

**Members Present:** Patrick Schifferdecker, Skip Thomson, Pat McCarthy, Richard Glattly, Jeff Shute, Scott Jensen, Richard Stepan  
**Members Absent:** None  
**Staff Present:** Kelly Schroeder, Land Services Director  
**Others Present:** None

**Call To Order:** 5:58 p.m.; Staff Kelly Schroeder called the meeting to order.

**Election of Officers:**

Glattly made a motion to keep the officers the same as last year. Shute seconded the motion.

**Motion carried 7-0 to elect Skip Thomson chairman, Scott Jensen vice-chairman, and Richard Stepan to be designated secretary.**

**Approval of Agenda:**

Schroeder indicated the Minor Subdivision Report was missing from the agenda. It should be added as 1a. Stepan made the motion to approve the amended agenda, Shute seconded the motion. **Motion carried 7-0.**

**Approval of Minutes:**

**Shute/Glattly 7-0 to approve the Minutes of October 14, 2014 as presented.**

**Committee Reports:**

None

**Hearings:**

None

**Old Business:**

None

**New Business:**

**1.) Adoption of 2015 Schedule**

**Schroeder** provided an overview of the schedule, and noted the start times are listed as 6:00. **Schiffendecker** asked if publication of the Planning Commission meetings was adequate to comply with the open meeting regulations. **Schroeder** to inquire with Pine County Attorney Reese Frederickson as to the publication requirements. **Glattly** questions if the meetings could be moved any earlier in the evening like the Board of Adjustment. **Schiffendecker** noted he still works, so it would not work for him. The consensus was to leave the meetings at 6:00p.m. **Stepan** reminded the commissioners that we do have the availability to have meetings in Pine City should the public hearing be located on a property which is closer to the southern end of the county. The commission is still happy with that idea and **Schroeder** noted she mentioned it on the schedule. **Shute/Glattly 7-0 to approve the 2015 Schedule as presented.**

## 2.) End of Year Minor Subdivision Report

**Chairman Thomson** asked the commission if there were any questions on the minor subdivision report which was mailed out with the packets. **Glattly** indicated he questioned the first two subdivisions on the report as they are smaller than the 2.5 acre lots indicated in the subdivision ordinance. **Schroeder** indicated it is due to the lots being covered by the Shoreland Ordinance, and the Shoreland Ordinance allows smaller lots. **Glattly** stated the Subdivision Ordinance does not state the lots can be smaller because they are in the shoreland area. **Glattly** made a motion to amend the Subdivision Ordinance to actually reflect that lot sizes within the shoreland jurisdiction are regulated by the Shoreland Ordinance.

A discussion ensued, regarding whether the Subdivision Ordinance should just be amended or if it should be completely readopted. **Schroeder** indicated there is some confusion as the copy that is widely used is a "reference copy" only, as it's the original 1995 ordinance with the amended incorporated into the text, and not recorded. It was also indicated there are a few other items within the ordinance which are out of date. **Glattly** then amended his motion to update the subdivision ordinance and make the necessary changes of incorporating the Shoreland Ordinance, removing/correcting the wording in 104(E), and any other changes that are deemed necessary. **Schifferdecker** seconded the motion, motion carried 7-0.

**Schroeder** is directed to work with **McCarthy** and **Glattly** on the necessary revision and report back to the Commission.

## 3.) MACPZA Legal Workshop

**Schroeder** explained the workshop is a really great opportunity to get some training on the Planning Commission, Conditional Use Permits. **Thomson**, **Glattly**, and **Stepan** indicated they will attend. **Schroeder** will get them signed up. **McCarthy** would like to get an update at the next meeting of what those who do attend learned.

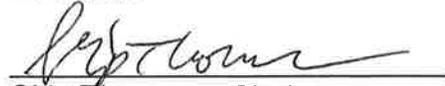
## 4.) Planning, Zoning, Solid Waste Department Update

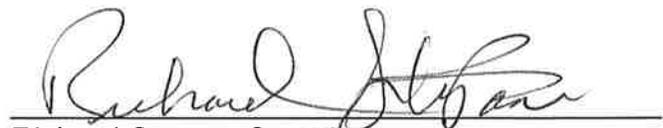
**Schroeder** explained the Department has had some major changes of recent. **Schroeder** indicated she believed the planning commission was aware of the office location change down to Pine City. She noted it has been a very positive change, it that is it more of a "one-stop-shop" now and it has given us the ability to have all "Land Services" departments to work together as one unit. The other change was the unfortunately elimination of the Environmental Technician Position. **Schroeder** indicated it was a business decision only as the revenues in the department have seen a substantial decline and do not seem to be rebounding.

## ADJOURN

**Stepan/Jensen 7-0 to adjourn the meeting at 6:56 p.m.**

**ATTEST:**

  
Skip Thomson, Chairman

  
Richard Stepan, Secretary