

MINUTES
PINE COUNTY PLANNING COMMISSION
January 7, 2014 6:00 p.m.
Public Health Building
1610 Hwy. 23 North
Sandstone, MN

Members Present: Richard Glattly, Scott Jensen, Patrick McCarthy, Jeff Shute, Richard Stepan, Skip Thomson,
Members Absent: Patrick Schifferdecker
Staff Present: Ed Melzark, Sr Environmental Tech/Zoning Administrator
Others Present: None

CALL TO ORDER

Chairman Glattly called the meeting to order at 6:00 p.m.

ELECTION OF COMMISSION CHAIRPERSON, VICE CHAIRPERSON, SECRETARY

Chairman Glattly called for nominations of Chairperson, Vice Chairperson, and Secretary.

New board members were introduced to the Commission.

Motion by Shute to nominate and elect Skip Thomson as Chairperson. Second by Stepan. All in favor; motion passed.

Motion by Stepan to nominate and elect Scott Jensen as Vice-Chairperson. Second by Shute. All in favor; motion passed.

Motion by Jensen to nominate and elect Richard Stepan as Secretary. Second by Glattly. All in favor; motion passed.

APPROVAL OF MINUTES

Chairman Thomson called for consideration of the Minutes.

Motion by Jensen, second by Stepan to approve Minutes of July 9, 2013, as presented. All in favor; motion passed.

COMMITTEE REPORTS

None

OLD BUSINESS

1. Planning Commission Manuals

The Manuals be updated with current ordinances. Indexes and/or tabs will be added for ease of finding sections. **Melzark** will see that these items are done and handbooks will be forwarded to the Commission at a later date.

NEW BUSINESS

1. 2014 Meeting Calendar

The Commission carried out a general discussion. **Motion by Jensen. Second by Stepan. All in favor; motion passed.**

2. Meeting Minutes

The Commission would like the meeting minutes to be sent to the Commission within 10 days after meeting. **Motion by Jensen. Second by Stepan. All in favor; motion passed.**

3. Membership Roster

Introduction of new members and roster was discussed and accepted. The Commission would like to see the addition of Kelly Schroeder and Ed Melzark's phone numbers on the current roster.

4. Minor Subdivision Report

The Commission carried out a discussion and would like to see the following changes:

- A. Questions were asked by **Glattly** on three minor subdivisions: Files 13-013, 13-071, and 13-117. Clarification was requested on what they were for.
- B. Request for better descriptions on the report.
- C. **Melzark** stated he would send the information along with the minutes for the above three files.

5. Citizen Planner Handbook Insert

The Commission would like the Citizen Planner Handbook removed from the manual as they do not believe that it would pertain to Pine County at this point in time. **Motion by Glattly. Second by Shute. All in favor; motion passed.**

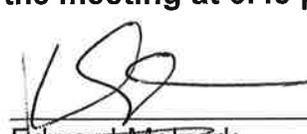
6. Plat Books

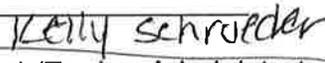
Discussion on purchasing new plat books, possibly finding a discount on current books. Request to take this to the County Board for approval **Motion by Stepan. Second by McCarthy. All in favor; motion passed.**

ADJOURN

Stepan motioned to adjourn the meeting. Glattly seconded the Motion. All in favor. Chairman Thomson adjourned the meeting at 6:45 p.m.


Richard Stepan
Planning Commission Secretary


Edward Melzark
Sr. Environmental Tech/Zoning Administrator


Kelly Schroeder
Land Services Director