

Canosia Township

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Town Board: Chair Kevin Comnick, Supervisor Kurt Brooks, Supervisor Dan Golen
Clerk Susan Krasaway, Treasurer Cheryl Borndal

PUBLIC HEARING MINUTES: P&Z DRAFT ORDINANCE REVIEW **November 2, 2016**

ATTENDING: Chair Kevin Comnick, Supervisor Kurt Brooks, Supervisor Dan Golen, Clerk Susan Krasaway, and P&Z Commission Member Gary Oswell. Sarah Stock from Gnesen Township's P&Z Commission also attended to gather information about the ordinance revision process, etc.

Chair Comnick called the meeting to order at 5 p.m., and the pledge of allegiance was recited. The board confirmed: 1) a quorum was present, 2) notice of the hearing was published, posted and sent to surrounding townships, and 3) the draft ordinance was available on the township website for download and review. The supervisors said no one had contacted them with any issues about the draft.

Subdivision Approval Process:

The board reviewed a draft paragraph regarding the subdivision approval process: Subdivisions within Canosia must follow the county subdivision regulations; however, the preliminary plat comes before the town board for "in-concept" approval first: at that point we complete the county's "parcel review" document which will list the township "requirements" (see ordinance for detailed list). The parcel review is then sent to the St. Louis County Planning Department for use in their public hearing; the final subdivision plat must be approved and signed by both the county and township before it can be recorded.

The board debated the township requirement to have all subdivision roads paved by the developer within five years of final plat approval. Comnick felt it may be too restrictive, but Brooks believes it's a necessary precaution to protect the homeowners and township. In the end the supervisors agreed the ordinance language was acceptable; however, as part of the process, they will strive to have a signed agreement (regarding the paving) in place with the developer before final plat approval. They are also open to the idea of granting an extension of the five-year deadline if appealed by the developer.

P&Z Permit Fees:

Motion by Comnick, seconded by Brooks, to adopt the relevant St. Louis County 2016 Planning & Zoning fee schedule into the draft township zoning ordinance. Discussion: This will allow us to be consistent with the surrounding areas. Our fees have not been increased in at least twelve years. Plus, over the past five years, the township has spent \$28,000 more on P&Z costs than we have brought in; a rate increase would help offset

this disparity. The board can easily amend the fee schedule as needed down the line. Motion carried, 2 – 0, with Golen abstaining since he had not compared the entire table of county vs. township fees.

Final Approval Procedure:

Motion by Brooks, seconded by Comnick, to approve the revised draft (including the changes made tonight) and send to 1) the county planning department for review and input (not approval) and 2) our township attorney Michael Orman. The goal is to have all feedback this month, so the board can approve the final document in December and the ordinance can go into effect January 1, 2017. Motion carried unanimously, 3 – 0.

Motion by Brooks, seconded by Comnick, to adjourn the meeting at 5:46 p.m. Motion carried unanimously, 3-0.

Respectfully submitted,

APPROVED:

Susan Krasaway, Clerk
December 7, 2016

Kevin Comnick, Chair
December 7, 2016