MEETING MINUTES
POPE COUNTY PLANNING ADVISORY COMMISSION
Thursday July 27, 2023

The Planning Advisory Commission convened in regular session on Thursday, July 27, 2023 at the Pope County Courthouse, 3rd floor Meeting Room.

Members Present: Roger Isdahl, John Messenger, Mark Halls, Ted Kannegiesser, Russell Barkeim, Larry Lindor (County Commissioner) and Paul Gerde (C.C. alt)

Other Officials Present: Land & Resource Management staff, David Green (Director) and Shelley Retrum (Sr. Administrative Associate)

Call to Order

The meeting was called to order by Chairman Messenger at 6:36 p.m.

Additions and Corrections to the Agenda

There were no additions or corrections to the agenda noted. Motion to approve of the agenda made by Lindor with second by Isdahl. Motion carried with no dissenting votes noted.

Review minutes of June 22, 2023

The minutes of the Planning Advisory Commission meeting held on Thursday; June 22, 2023 were submitted for approval. Motion by Barkeim to accept the minutes as written. Motion seconded by Isdahl. Motion carried with no dissenting votes noted.

Public Hearings and Other Matters for Discussion

C.U.P. #23158 Motor Vehicle Repair Shop, application by Marvin Sandvig (PID 20-0203-001)

Applicant proposes to operate a motor vehicle repair shop based out of his property located on 335th Street approximately 1.5 miles east of State Highway 104 in Lake Johanna Township. Messenger introduces the item followed by staff report as presented by Director Green. Staff recommends the application be tabled until further information is provided. However, if the Board so chooses to approve of the application that it be based on the following conditions:

1. The following shall be provided to Pope County Land & Resource Management **prior** to the submittal to the Board of County Commissioners for final consideration:
    a. A site sketch shall be provided showing the general location and dimensions of all buildings, storage areas of hazardous waste, explosive or flammable materials, waste tire storage areas, site entrance and exit points, and fire lanes.
    b. A fluid management plan describing "cradle to grave" processing of hazardous or flammable fluids, to include drainage, storage, disposal, and spill containment and clean-up procedures.

c. A management plan for the storage, processing, and disposal of batteries, waste tires, and contaminated automobile parts and components.

d. The location and depth of all wells located within 1,000 feet of the property lines.

2. Hours of operation will be 8 am to 5 pm, Monday through Friday.
3. All outside lighting must be hooded and directed straight down.
4. Any sign advertising the business must be located on the structure and be not free standing, may be no larger than ten (10) square feet, and may be no more than twelve (12) feet in total height. The sign may not be electronically/digitally lit.
5. No expansion of the unpermitted pre-existing land use (motor vehicle salvage facility), unless proper permitting has been approved by the Pope County Board of County Commissioners. Therefore, the number of motor vehicles that may be worked on or stored on site is limited to 150.
6. No tire grinding or car crushing activities may be conducted on site.
7. The owner/operator shall be responsible for compliance with Minnesota Pollution Control Agency requirements, permits and/or licenses in regards to environmental regulations. A copy of any such applicable permits and/or licenses must be provided to the Pope County Land & Resource Management office.
8. All uses on-site are to be compliant with provisions of the Pope County Land Use Controls Ordinance including obtaining necessary land use permits and a compliant onsite subsurface sewage treatment system.
9. That the property owner is responsible for reaching out to the Township to assure compliance with any Township standards.
10. All other state and local permits and approvals shall be obtained and maintained for the operation of the business.
11. Any change in the use (other than the permitted uses in the zoning district or what is included in this permit), hours of operation, or expansion of the business (including construction of additional buildings) shall require a conditional use permit or amendment of the current conditional use permit.
12. Failure to meet any of the conditions listed above may result in the revocation of this permit following procedures established by and listed in the Pope County Land Use Controls Ordinance.
13. That County staff may enter onto the property at reasonable times and in a reasonable manner to ensure the Conditional Use Permit holder is in compliance with the conditions and all other applicable statutes, rules and ordinances.

Lindor asks the township to clarify if they have an ordinance in place. John Moe comments *the township adopted the same ordinance as the county has, word for word, it was done by Hometown Planning.* Director Green comments *the applicant would need a permit from both the county and the township.* Barkeim asks the applicant *any plans for a well and a septic?* Marvin Sandvig comments *I may do this eventually but no plans to do so currently.* Chairman Messenger opens a public hearing and seeks comments. John Wordes comments *are there plans to put up a sound barrier and what are the hours of operation? There is more to this than just a building.* John Moe comments *the township concerns is with the environmental issues with the water being there and a pollution issue. The township questions, are all the cars that are located there currently, are they in compliance as far as the pollutants? With disposal of antifreeze and such that could be contaminable. We don't want to pollute our neighborhood. The township wants to ensure fluids are being properly disposed of.* Chairman Messenger closes the public hearing. Motion is made by Halls to recommend approval of the C.U.P. request with conditions identified in the staff report. The motion is seconded by Barkeim. Motion passes with Isdahl and Lindor opposed.

Ordinance Amendment Discussion

Director Green has discussion with Section 4.6.2 of the Pope County Land Use Controls Ordinance defines Access Lots and Easements in the Shoreland Districts.

Tabled/Old/Other Business:

There was no tabled or old business to discuss.

Adjournment 7:29 p.m. Motion by Lindor to adjourn the Planning Advisory Commission meeting. Motion seconded by Halls. Motion carried with no dissenting votes noted.

Respectfully submitted,

Shelley Retrum

Shelley Retrum/Sr Administrative Associate
Pope County Land & Resource Management