

**CHISAGO COUNTY**  
**PLANNING COMMISSION OFFICIAL PROCEEDINGS**  
**January 6, 2022**

The Chisago County Planning Commission met in regular session at 7:00 p.m. on Thursday, January 6, 2022 at the Chisago County Government Center.

Staff Present: Beth Thorp, Land Services Coordinator; Kurt Schneider, Environmental Services Director; Diane Sander, Support Specialist; and, Jeff Fuge, Assistant County Attorney.

Coordinator Thorp called the meeting to order and led the assembly in the Pledge of Allegiance. A roll call of Board members was taken. Commission members present: Frank Storm, Jolene Wille, John Sutcliffe, Chip Yeager, Jim McCarthy, Kelly Corbin, and Dave Whitney. Also present: Ex Officio County Commissioner Chris DuBose. A quorum was established with members present.

**NOMINATIONS OF OFFICERS** – Coordinator Thorp called for nominations for 2022 Chair. John Sutcliffe nominated Chip Yeager for Chair; second by Dave Whitney. Upon multiple calls, no other nominations were made. All present voted and the nomination was affirmed 6-0-1. Ayes: Whitney, Corbin, McCarthy, Yeager, Sutcliffe, and Storm. Nays: None. Abstained: Wille.

Coordinator Thorp called for nominations for 2022 Vice Chair. Dave Whitney nominated Jim McCarthy for Vice Chair; second by John Sutcliffe. Upon multiple calls, no other nominations were made. All present voted and the nomination was affirmed 6-0-1. Ayes: Whitney, Corbin, McCarthy, Yeager, Sutcliffe, and Storm. Nays: None. Abstained: Wille.

Chair Yeager thanked Shellene Johnson for her work on the Planning Commission and welcomed new Planning Commissioner Jolene Wille.

**Approval of Agenda – Motion** by Jim McCarthy to approve the agenda as presented; second by Dave Whitney. The motion passed 6-0-1. Ayes: Whitney, Corbin, McCarthy, Chair Yeager, Sutcliffe, and Storm. Nays: None. Abstained: Wille.

**Approval of Minutes – Motion** by Frank Storm to approve the December 2, 2021 meeting minutes as presented; second by John Sutcliffe. The motion passed 6-0-1. Ayes: Whitney, Corbin, McCarthy, Chair Yeager, Sutcliffe, and Storm. Nays: None. Abstained: Wille.

**Receive all Materials and Submittals into Record - Motion** by Dave Whitney to accept all materials and submittals into the record with the addition of Commissioner McCarthy's information, comments, and photos; second by Jim McCarthy. The motion passed 6-0-1. Ayes: Whitney, Corbin, McCarthy, Chair Yeager, Sutcliffe, and Storm. Nays: None. Abstained: Wille.

Materials distributed to the Planning Commission in advance of the meeting for their review included: Staff reports with attachments. Materials distributed to the Planning Commission at the meeting included: Commissioner McCarthy's Comments that included: E.A.R. Gunfire Noise Level Reference Chart, WKC Sound Attenuation Calculator distances, and alternative Findings of Fact and photos for the Klar Conditional Use Permit application. Copies of all correspondence and meeting materials were made available for the public.

## Public Hearings – New Applications

a. **Jason Klar** – Coordinator Thorp provided a brief background on Mr. Klar’s request for a Conditional Use Permit (CUP) for Major Home Occupation in the Agricultural (AG) District in order to conduct educational classes for permit to carry a pistol. The property is located at 47311 Government Road, Sunrise Township, S2, T36, R21 (PID# 09.00485.02). The use is being considered a *Major* Home Occupation due to the live fire exercise portion of the class being conducted outside of the residence on the subject property. The proposed use has been occurring on the property for approximately four years and applicant is seeking a CUP to bring the use into compliance with the County’s Zoning Ordinance. Applicant’s written narrative states:

- Six to eight classes per year on Saturdays from 9:00 am – 2:00 pm.
- Classroom portion of the class is held within the Klar’s residence.
- Class size ranges from four to ten students and each student is required to fire 12 rounds of ammunition.
- The live fire exercise portion of the class is held at a shooting berm located near the eastern boundary of the subject property and lasts 30 minutes to one hour depending on class size. The students stand approximately 20 feet from the shooting berm when firing and they shoot in a southerly direction, which is in the direction of an adjacent property owned by Klar.
- All students park on Klar’s driveway, creating no impact on County Road 57.
- Klar owns 23 acres in total. (Staff note: this acreage includes two separate parcels and the request for CUP only includes the northerly 9.03-acre parcel identified as PID 09.00485.02. Klar stated that no Home Occupation activity will take place on the southerly 14.07-acre parcel identified as PID 09.00485.03.)

Technical Review was held on December 15, 2021 and the County’s Sanitarian performed a septic certification to ensure that the existing septic system was suitable for increased usage. The inspection was held on November 24, 2021 and was compliant. The Sanitarian recommended the applicant monitor water usage for one year by installing a water meter and submitting monthly reports to Chisago County Environmental Services. County staff also suggested requiring that the height of the shooting berm or any other shooting area features be increased. The Sunrise Town Board recommended approval with no conditions at their December 16, 2021 meeting. Chair Yeager asked each Planning Commission member and Mr. Klar for additional questions and comments.

Mr. Klar indicated he had a pool of knowledge and experience to conduct educational classes and serve as Range Safety Officer. Mr. Klar explained that the classes were more of a hobby and service to the community than a major home occupation. He expressed concerns with the recommended water usage monitoring for one year since he has had no issues to date and the septic was found compliant. Frank Storm asked a variety of questions dealing with outdoor range design standards from various sources. Dave Whitney asked clarifying questions on how the outdoor classroom portion was operated. Mr. Klar reviewed his process from indoor classroom and his operation/transition to Range Safety Officer for the live fire exercise. Mr. Klar indicated his class attendants range from beginner to experienced pistol users. Mr. Klar is not required, but does have liability insurance as an instructor. Jim McCarthy asked if a noise study has been conducted. Mr. Klar indicated he has not done a noise study. Kelly Corbin noted concerns with the CUP going with the property instead of having an end date similar to an Interim Use Permit. John Sutcliffe had concerns with potential development of the southern 14-acre parcel.

Chair Yeager opened the public hearing and sought comment.

*John Lesch* – Lesch Law Firm representing Clair and Ethel Dickson, adjacent land owners, and is in a pending lawsuit over earthwork and water runoff impacting a hay field. Mr. Lesch pointed out that Mr. Klar was not a good neighbor by ignoring rules for earthwork/drainage. The CUP request will affect the character of the neighborhood and will generate noise or vibrations which go beyond the applicant’s property line. Mr. Lesch

presented four letters from neighbors and recommended denial until pending litigation has been resolved.

Chair Yeager read the four letters presented by Mr. Lesch:

*Brad Tauer* – 8500 470<sup>th</sup> Street. “I have two concerns about a gun range opening. First, property value falling and second, chasing wildlife away for hunting purposes.”

*Glenn and LaDez Mell* – 9535 475<sup>th</sup> Street. “We own property to the south that is farmed. I am out on the property a lot through the growing season. I have concerns if they will be shooting towards my direction where I will be working. Second concern, I do not think their land is large enough to support a shooting range, since there is a County Road on the west, houses on the north and east property sides and my property on the south side. It would be best for an indoor shooting range, would have a yearly calendar of when shooting so neighboring landowners know what is happening.”

*Jenna and Eric Lovrien* – 46983 James Avenue. “We approve of Klar’s business at his residence if there are limitations. One – two weekends a month at max having a class outdoors that involves shooting. We are outside quite often and do not want to hear shooting constantly on the weekends that are meant to be enjoyed and relaxing. If it is an every weekend occurrence, we are against it. We have no issues with his business in general, just do not want to hear shooting more often than we already do. No Tannerite should be allowed. I believe that has been used a couple of times and neighbors thought someone’s propane tank exploded. Almost in every direction there are children and feel that should also be a consideration.”

*Clair and Ethel Dickson* – 47258 James Avenue. “We are concerned about live fire exercise portion of the class being conducted outside of the residence. Our objection is to excess unnecessary noise and depreciating property values. Concerns with the shooting range area being too small to be safe and safety of our grandkids and ourselves while we in the woods near the property line. Concerns with location of county road and surrounding residence. Water goes onto our land and result in financial devaluation and request to at least postpone decision until our lawsuit is has been resolved. Semi-automatic gunfire and Tannerite is very loud and annoying. No doubt such activity has negative effects on neighboring propriety and support this permit not to be issued. We don’t have a problem with the classes in the house. It’s the shooting part that we have issue with. Suggestions: firing at indoor range or build an indoor range, limit practice and testing to small caliber arms, let us know when classes with be and how long, and limit classes to no more than once a week.”

Members of the audience provided the following testimony:

*Robert Phillips* – 9094 475<sup>th</sup> Street. I live northeast of Klar’s and have taken his class. I moved into the neighborhood and found this class as a way to connect with the community and get to know my neighbors. I hear gunshots throughout the year and it comes from other properties, not just Klar’s property. Classes are small and class/berm meet standards. When classes are held, shooting usually starts around 11:00 – 11:30 and lasts about 60 to 90 minutes. This class is a service to our community, legal to do, and makes our community important.

*Reed Miner* – 47274 James Avenue. I live east of the shooting berm. I would repeat and reiterate everything Robert Phillips noted. I have no issues with the CUP. I have taken this class; it is safe and professional. Shooting is close to the berm and is safe.

With no additional person wishing to speak, ***motion*** by Frank Storm to close the public hearing. Second by John Sutcliffe. The motion passed 6-0-1. Ayes: Whitney, Corbin, McCarthy, Chair Yeager, Sutcliffe, and Storm. Abstained: Wille.

Jim McCarthy reviewed his previously distributed E.A.R. Gunfire Noise Level Reference Chart and WKC Sound Attenuation Calculator/Study. His calculations demonstrated that the noise level does not meet the county’s ordinance on noise. John Sutcliffe expressed concerns with the southern property, currently owned by Klar,

being sold or developed, and he commented that the berm seems small. Dave Whitney expressed concerns with the berm not being tall enough or wide enough. Dave Whitney discussed a “No Blue Sky” concept (shooting area that is covered and uses baffles, berms, and backstops to prevent shot from leaving range) and suggested that it could be utilized for noise reduction and safety improvement. Lengthy discussion followed on cost effectiveness of building an indoor range, various berm improvements, noise reduction, and renovating an existing accessory structure into indoor range. Frank Storm reviewed properly constructed exterior berm criteria from the Minnesota Department of Natural Resources (DNR) Outdoor Shooting Ranges: Best Practices guide. Per the guide, the recommended height of exterior berms is 12 feet, four-foot-wide flat top, with 1:1 sidewall slopes; with, clean rock-free earthen material, re-vegetated after final construction to prevent erosion problems. Discussion continued on noise standards and legal opinion if the property title could include notation of the CUP or if a legal document could be recorded for potential future owners of the property immediately south.

**Motion** by Frank Storm to accept staff’s recommended conditions nos. 1-11 as presented and add condition 12: The shooting berm shall be redesigned and constructed to meet the MN Department of Natural Resources’ suggestions for properly constructed exterior berms, identified in the MN Department of Natural Resources’ *Outdoor Shooting Ranges: Best Practices* guide, as follows: *The recommended height of a properly constructed exterior berm is twelve (12) feet, constructed with 1:1 (soil type dependent) sidewall slopes, and a four (4) foot wide flat top. Clean, rock-free earthen material is cheapest to use in construction, and must be re-vegetated immediately after final soil smoothing and shaping is completed, to prevent on-going erosion problems. No woody vegetation should be planted on the side berm, which would tend to weaken the structure. Ditching or sloping to prevent water ponding on the outside of an exterior berm is also recommended.* Second by Dave Whitney. The **motion passed** 6-0-1. Ayes: Whitney, Corbin, McCarthy, Chair Yeager, Sutcliffe, and Storm. Abstained: Wille.

Discussion on noise standards continued with reference to previous applications and setting precedent. **Motion** by Dave Whitney to edit condition #7 (addition of underlined verbiage): Any noise and/or vibration generated from the use shall be in compliance with Minnesota Pollution Control Agency standards. Applicant will supply Department of Environmental Services with an independent noise study from various locations on the property. The motion did not receive a second; therefore, the motion failed. Discussion was held on adding a condition on the pending lawsuit and need to wait until it has been resolved. Assistant County Attorney Jeff Fuge advised not to add it as a condition. **Motion** by John Sutcliffe to add Condition 13: If the applicant’s southern parcel, identified as 09.00485.03, is divided, sold or developed, the Conditional Use Permit shall be reviewed by the Chisago County Planning Commission and Board of Commissioners, and the buyer shall be advised of the CUP. Second by Kelly Corbin. The **motion passed** 6-0-1. Ayes: Whitney, Corbin, McCarthy, Chair Yeager, Sutcliffe, and Storm. Abstained: Wille.

**Motion** by Jim McCarthy to recommend denial of the request for Conditional Use Permit based on the request not meeting performance standards for noise and based on alternative Findings of Fact (see below). Second by Kelly Corbin.

Finding #1 - Chapter 6 of the Chisago County Comprehensive Plan identifies a goal of providing for a range of economic diversity and development opportunities to maintain and strengthen the County’s economy, with a policy of continuing to allow and encourage Home Occupations in all zoning districts if performance standards are met. The County finds that the proposed Major Home Occupation is consistent with the Comprehensive Plan but it does not meet all performance standards provided in Zoning Ordinance Section 4.04 C and Section 7 – Performance Standards.

Finding #3 - The proposed shooting range is not compatible with adjacent uses as it fails to meet the noise performance standard contained in Section 7.05. The proposed indoor training class activity sufficiently compatible or separated by distance or screening from adjacent development or land so that existing development does not suffer undue negative impact and there will be no significant deterrence to future development.

Finding #4 - The proposed Major Home Occupation will be partially located within a dwelling and partially located in the rear yard. The outdoor portion includes a shooting berm and target stands. There is no clear noise data evidence to suggest that the appearance of the shooting berm and target stands have had or will have an adverse effect upon adjacent properties; ~~therefore, there's no evidence to suggest that the proposed use will have an aesthetically adverse effect upon adjacent properties.~~

Finding #5 - The subject site is zoned Agricultural (AG) District and is developed with a single-family home and accessory structures. Major Home Occupations are allowed within the AG District with approval of a Conditional Use Permit. The County finds that the proposed Major Home Occupation training class activity, with the exception of the shooting range, is clearly secondary in nature to the principal use and is compatible with the existing land use. The shooting range is not secondary in nature due to its significant impact on neighboring residential uses.

Finding #6 - The Zoning Ordinance defines Major Home Occupation and establishes performance standards for approval of Major Home Occupations. The County finds that the proposed Major Home Occupation meets the intent of the defined land use and the intent of the Agricultural (AG) District with the exception of the outdoor shooting range.

Finding #8 - The County finds that the proposed Major Home Occupation will ~~not~~ adversely impact nearby properties by intrusion of noise, ~~glare or general unsightliness,~~ based on distance, existing screening provided by dense wooded areas, ~~and the limited frequency and time involved in the live fire exercise portion of the class (six to eight occurrences per year at 30 minutes to one hours per occurrence).~~

The ***motion failed*** 2-4-1 with a roll call vote. Ayes: McCarthy and Corbin. Nays: Whitney, Storm, Sutcliffe, and Chair Yeager. Abstained: Wille.

***Motion*** by John Sutcliffe to recommend approval of the Conditional Use Permit for a Major Home Occupation to conduct educational classes for permit to carry a pistol at 47311 Government Road, PID# 09.00485.02 with Findings of Fact and conditions 1 -11 provided by staff and the addition of Conditions 12 and 13:

1. The Major Home Occupation shall be operated in conformance with the proposal elements identified in the application for Conditional Use Permit, including the attached written narrative and site plans (maps #1 and #2) dated received November 18, 2021, except as specifically noted below.
2. Any change involving structural alterations, enlargement, intensification or expansion of use, or change not specifically permitted by the Conditional Use Permit shall require County Board approval of a Conditional Use Permit Amendment.
3. The Conditional Use Permit only applies to property identified as PID 09.00485.02. Neither the classroom portion nor the live fire exercise portion of the class may take place on the applicant's adjacent property identified as 09.00485.03.
4. The applicant may offer no more than 12 classes per year at the subject site.

5. Classes may only be held on Saturdays, beginning no earlier than 7:00 am and ending no later than 3:00 pm. Neither the Conditional Use Permit nor this condition preclude the applicant from utilizing the shooting berm for personal recreational use outside of the stated days and hours of operation.
6. The live fire exercise portion of the class shall be conducted at the shooting berm described in the written narrative and identified on the site plan (map #2) both dated received November 18, 2021. If the applicant wishes to relocate the shooting berm or method used for completing the live fire exercise on the subject site, the applicant must request and obtain approval of a Conditional Use Permit Amendment. This condition does not prohibit the applicant from utilizing an off-site legally authorized commercial shooting range for the live fire exercise.
7. Any noise and/or vibration generated from the use shall be in compliance with Minnesota Pollution Control Agency standards.
8. There shall be no employees other than those persons residing in the dwelling.
9. The applicant shall monitor water usage for one year, beginning from the date of Conditional Use Permit approval, by installing a water meter and submitting monthly reports to the Department of Environmental Services.
10. Annual certification of the Conditional Use Permit is required. The permit holder shall notify the County annually that the activity permitted by the CUP is ongoing and the activities being conducted continue to adhere to the conditions of approval. Failure to maintain certification may be a basis to revoke the Conditional Use Permit. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.
11. Violations of the conditions contained herein shall be cause for the revocation of the Conditional Use Permit upon action of the County Board.
12. The shooting berm shall be redesigned and constructed to meet the MN Department of Natural Resources' suggestions for properly constructed exterior berms, identified in the MN Department of Natural Resources' *Outdoor Shooting Ranges: Best Practices* guide, as follows: *The recommended height of a properly constructed exterior berm is twelve (12) feet, constructed with 1:1 (soil type dependent) sidewall slopes, and a four (4) foot wide flat top. Clean, rock-free earthen material is cheapest to use in construction, and must be re-vegetated immediately after final soil smoothing and shaping is completed, to prevent on-going erosion problems. No woody vegetation should be planted on the side berm, which would tend to weaken the structure. Ditching or sloping to prevent water ponding on the outside of an exterior berm is also recommended.*
13. If the applicant's southern parcel, identified as 09.00485.03, is divided, sold or developed, the Conditional Use Permit shall be reviewed by the Chisago County Planning Commission and Board of Commissioners, and the buyer shall be advised of the CUP.

Second by Frank Storm. The **motion passed** 4-2-0. Ayes: Whitney, Chair Yeager, Sutcliffe, and Storm. Nays: McCarthy and Corbin. Abstained: Wille.

**b. Douglas Johnson** – Coordinator Thorp provided a brief background on the request for Preliminary Plat of DJ's Dream and Rezoning of proposed Lot 1, Block 1, DJ's Dream from Rural Residential I (RRI) District to Agricultural (AG) District. The proposed plat includes two lots created from a 14.10-acre tract; one 5-acre parcel and one 8.06-acre parcel. Current zoning is Rural Residential I (RRI), but Mr. Johnson intends to construct a new residence for himself on Lot 1, Block 1 and would like the ability to have more than 2,000 square feet of

accessory storage space. Therefore, Johnson requested that Lot 1, Block 1 be Rezoned from RRI District to Agricultural (AG) District. The property is located at 1499 505<sup>th</sup> Street, PID# 06.00500.00. Thorp explained that Lot 1, Block 1 is shown developed with a single structure, that structure being an accessory structure. Thorp continued that Lot 1, Block 1 is now allowed to be created with an existing detached accessory structure per recently amended Zoning Ordinance Section 4.08.1.

Technical Review was held on December 15, 2021 and no concerns were identified or discussed. The Wetland Specialist reviewed the wetland delineation and soil work and took test borings at the subject site. It was determined that the information provided was accurate and the proposed parcels were able to support type one septic systems. A wetland Notice of Decision approved the report with two conditions: recommending use of silt fencing; and, surveyors locate and survey all delineated wetland areas. The Nessel Town Board recommended approval with no conditions at their December 14, 2021 meeting. Chair Yeager asked each Planning Commission member and Mr. Johnson for additional questions and comments.

Mr. Johnson stated that this was his parent's property; the existing accessory structure on Lot 1, Block 1 was built around 1974; and, he was not actively farming. Director Schneider indicated the Preliminary Plat of two lots triggered the request for Rezoning, this was not an enforcement action. Chair Yeager opened the public hearing and sought comment. No one was present to testify on the matter. With no additional person wishing to speak, **motion** by John Sutcliffe to close the public hearing. Second by Frank Storm. The **motion passed** 6-0-1. Ayes: Whitney, Corbin, McCarthy, Chair Yeager, Sutcliffe, and Storm. Nays: None. Abstained: Wille. Discussion followed on making a minor edit to condition #3 from removing "strongly recommends" to "will use" silt fencing. **Motion** by Dave Whitney to edit condition #3: The applicant will use silt fencing around all delineated wetlands, particularly where sedimentation due to construction is likely to occur. Second by Frank Storm. The **motion passed** 6-0-1. Ayes: Whitney, Corbin, McCarthy, Chair Yeager, Sutcliffe, and Storm. Nays: None. Abstained: Wille. **Motion** by John Sutcliffe to recommend approval of the Preliminary Plat of DJ's Dream and the Rezoning of proposed Lot 1, Block of DJ's Dream from RRI to AG at 1499 505<sup>th</sup> Street, PID# 06.00500.00 with Findings of Fact and conditions presented by staff and the edited condition no. 3:

1. The Preliminary Plat is approved per plat drawing dated signed November 30, 2021. Any deviation from the approved plat drawing shall require further review by the Planning Commission and approval by the County Board.
2. Lot 1, Block 1, DJ's Dream shall be Rezoned by ordinance from Rural Residential I (RRI) District to Agricultural (AG) District at such time that the County Board approves the Final Plat of DJ's Dream. If the Final Plat is not approved, the land shall remain in the RRI District and shall be subject to the RRI District regulations.
3. The applicant will use silt fencing around all delineated wetlands, particularly where sedimentation due to construction is likely to occur.
4. Chisago County requires that surveyors locate and survey all delineated wetland areas.
5. The applicant shall obtain all necessary and applicable permits from Federal, State, and County jurisdictions for any wetland impacts prior to commencement of development.
6. The applicant shall submit request for Final Plat within one year following approval of the Preliminary Plat, unless an extension of time if requested by the applicant and granted by the County Board upon recommendation of the Planning Commission.

Second by Frank Storm. The **motion passed** 6-0-1. Ayes: Whitney, Corbin, McCarthy, Chair Yeager, Sutcliffe, and Storm. Nays: None. Abstained: Wille.

## **Public Hearings – Continued Hearings - None**

### **Old Business**

**a. Commercial Shooting Range Ordinance** - Director Schneider highlighted additions to the draft shooting range ordinance. Discussion was held on the minimum amount of acreage needed for high power rifle ranges, with concern that 400 acres may be too much if “No Blue Sky” concept standards were incorporated into the range design. Discussion was held on noise standards and if hunting clubs could include a shooting range or not. **By consensus**, the Planning Commission requested that staff include additional language in the draft ordinance to clarify that Hunting Clubs and Shooting Preserves are different uses than a shooting range. County Commissioner DuBose suggested an edit to Section 7.32 C to incorporate a shorter range length. Commissioner DuBose asked if an application similar to the Klar application, received after the ordinance has been adopted, would be considered a commercial shooting range and be subject to the commercial shooting range regulations. Assistant County Attorney Fuge responded that the application would likely be considered and regulated as a commercial shooting range. Jim McCarthy indicated that uses need to meet noise standards. **Motion** by Frank Storm to forward the Commercial Shooting Range Ordinance as presented and with clarifying staff edits pertaining to Hunting Clubs and Shooting Preserves to the County Board for review in preparation for a public hearing. Second by John Sutcliffe. The **motion passed** 6-0-1. Ayes: Whitney, Corbin, McCarthy, Chair Yeager, Sutcliffe, and Storm. Nays: None. Abstained: Wille.

### **New Business**

**a. Annual Review of Planning Commission and Board of Adjustment and Appeals Policy on Commission/Board Structure, Meeting Order and General Procedure** - Coordinator Thorp provided a brief history on the policy/procedure and inquired if Board members had additional comments or changes. A robust discussion was held on the legality of the Planning Commissioners submitting comments to fellow Commissioners prior to meetings or at meetings for review and discussion. Assistant County Attorney Fuge reviewed the concerns of distributing correspondence in advance of meetings, known as serial communication, and advised that debate and discussion, which includes serial communication, may only occur during the public meeting. Dave Whitney provided an alternative to the officer election process described in Section 14, suggesting a predetermined rotation of Chair and Vice Chair. The Board discussed the merits of the election/nomination process versus the suggested rotation method, with consensus being that the Planning Commission should continue to use the election/nomination process. Jim McCarthy suggested an addition to Section 12. Meeting Decorum, offering that derogatory or offensive clothing should not be allowed. Frank Storm commented that the County Board has a similar statement and he would forward it to staff. **Motion** by Frank Storm to approve the Planning Commission and Board of Adjustment and Appeals Policy on Commission/Board Structure, Meeting Order and General Procedure to County Board as presented. Second by Kelly Corbin. The motion passed 6-0-1. Ayes: Whitney, Corbin, McCarthy, Chair Yeager, Sutcliffe, and Storm. Abstained: Wille.

### **Communications and Reports**

**a. County Board Liaison Report / Update** - County Commissioner DuBose reported that County Commissioner Rick Greene is Chair and County Commissioner Ben Montzka is Vice Chair for 2022. DuBose also reported that the County Board recently approved the following: a request from Lent Township for the County to provide septic inspections; Kelsey Zaavedra’s CUP with conditions; three Final Plats; and, an upgrade to heating and lighting at no cost to the county.

### **Miscellaneous - None**

**Adjourn Meeting – Motion** by Frank Storm to adjourn the meeting. Second by John Sutcliffe. The motion passed 7-0. Ayes: Whitney, Corbin, McCarthy, Chair Yeager, Sutcliffe, Wille, and Storm. Nays: none. The meeting was adjourned at 9:14 p.m.

\*Clerk's Note: New Planning Commissioner Jolene Wille was nominated and appointed at the January 4, 2022 County Board Organization Meeting. Commissioner Wille clarified with staff that she abstained from all but two votes due to her new appointment two days prior to the January 6, 2022 Planning Commission meeting.