

Eureka Township

Dakota County

State of Minnesota

Special Town Board Meeting
June 6, 2005

Chair Connie Anderson called the Special Meeting of the Eureka Town Board to order at 8:55 p.m.

Town board members present were Connie Anderson, Dan Rogers, Gloria Belzer and Cheryl Monson. Also present: Clerk/ Treasurer Nanett Leine to record minutes.

Planning Commission members present were Corey Behrendt, Mike Greco, Kevin Flaherty, Francie Madden and Rich Stevens.

Agenda: Round Table Discussion with Planning Commission on policies and procedures.

Items discussed included:

❖ **Open Meeting Law**

❖ **Planning Commission agenda items**

- New policy established: Applications for building permits for consideration at the next planning commission meeting are to be returned to the clerk by the Monday at noon prior to the scheduled planning commission meeting. Any applications received after this deadline may be accepted, at the planning commission's discretion, following all scheduled planning commission business.

- The clerk will prepare packets of agenda items for the planning commission members. They will be available for pick up from the town hall Tuesday morning.

-Upon opening the planning commission meeting the chair will notify those present, that if they do not have completed applications for their permit request that they need to see the clerk and fill out the paper work before going before the commission.

❖ **Documents requested:**

2 certificates of survey required for all new dwellings and lot splits.

❖ **Building Inspection Record**

The planning commission and town board would like to see the following additions to the orange inspection record presented to the applicant at the time of the permit issuance: 1. Verify lot layout 2. Setback requirements

❖ **Changes to the Building Permit Application**

- General Requirements: Must have ownership of the property to apply for a building permit.

- The building permit is in the property owner's name. A builder/ contractor may present the application to the planning commission.

- The clerk is redrafting the permit; it will be presented to the planning commission for review.
- The parcel ID will be used for verification of ownership; if there is conflict with that then a deed will be required.

❖ **New procedures discussed will be in the next Newsletter**

❖ **Conditional Use Permit and Conditional Use Permit for Signs**

The clerk drafted new applications; they were distributed to planning commission and town board members for review and comments.

❖ **Public Hearing**

Procedure guidelines for public hearings were discussed. Planning commission will work on this.

❖ **Findings of Facts**

An outline for Findings of Facts will be drafted.

Next round table meeting with planning commission: schedule in 6 months.

A motion by Supervisor Cheryl Monson: To adjourn. Motion seconded by Supervisor Gloria Belzer.

Meeting adjourned at 10:20 pm.