Meeting Minutes
PLANNING COMMISSION MEETING
GREENVALE TOWNSHIP
Thursday, September 10, 2026

Planning Commission Members Present: Ken Malecha, Chairperson; Criag Host; Victor Volker;

Commission Members Absent: Dan Chesky; Joyce Moore

Board Members Present: Scott Norkunas, Tony Rowan, Joy Royle

Ken Malecha called the meeting to order and led the pledge of allegiance
Opening statement was read by Ken

Vic made a motion to approve the agenda with changes for the meeting; Craig seconded; carried unanimously

Ken motioned to approve the minutes from the August 13th, 2026 regular meeting; Vic seconded the motion, carried unanimously

Ken motioned to add the driveway access approval to New Business; Craig Seconded; carried unanimously

Citizen Business

Charlie Anderson – 295th Street – recommendation for driveway language to include distance from the nearest intersection and safest possible place – the person making the decision should be with the road liaison and the selected member from the road committee.

Scott Norkunas – Foliage Avenue – Picnic reminder will be October 3rd

Board Liaison Report from Joy Royle

Need to add Application Dates to all permits – need to make sure we are have dates of signature and receipt

Permit Requests

Sullivan – Accessory Structure

- 10021 305th street west 16-01800-04-020 – the request is for an accessory structure in an agricultural zone; there is a map of the placement and it does meet the setbacks for the property. Questions: Has the pad been down? The only time things can't get started is if there are footings

Craig motioned to recommend approval of the permit application to the town board for property 16-01800-04-020; Ken seconded the motion; carried unanimously

Zoning and Other Land Use Requests

LaCanne Building Rite Transfer and Subdivision of property

The Lacanne Farms Family Limited Partnership has put together an application for the transfer of development rights that currently exist on the four parcels that are all contiguous as it relates to the application. After the subdivision of the property, if it is approved, there will be six parcels. The current property identification numbers are: 16-00600-53-013 – 16-00600-53-011 – 16-00600-50-012 – 16-00600-54-010 these are all in section six and the present use is Ag. The four parcels are 30.05, 10, 42.26, 40.7 acres.

- The 4 lots are the minimum requirement for acreage and there will be a driveway that travels through the rice county property for access. They are all sitting within a ¼ x ¼ there are 2 existing houses in the northeast section of this quarter.
- Questions:
  - The application is not dated? The date on the Attorney email is 9/3? We will address all permit forms to make sure there is a date line. There was a sign and dated application in the packet
  - Do we need signatures from every person in the corporation? We have not previously asked for corporate documents. If just one of the partners has not approved the documents we are opening ourselves to risk if there is a partner that is not in the know to this request and it is granted.
- The subdivision was reviewed by Bolton and Menk – Ryan Blumhoffer put together the documents in a good fashion.

Ken made a motion to recommend that the application board approve the application for the Subdivision and the parcel moves as applied with the request for business documents that the signer has the authority; Victor seconded the motion; Craig opposed due to the application has not been signed; motion carried

Old Business – None

New Business

- JPA Agreement with the Sheriff - The previous agreement only included citations for burning; we have not previously had enforcement for ordinances; Waterford has included trash and nuisance complaints; the fire department will charge a fee for burning without a permit.
- We do have an escalation for the complaint policy to be able to contact the sheriff for enforcement.
- Will recommend that we include enforcement for Trash dumping complaints, as well as the follow up on resident complaints as needed.

Consortium Survey Review

The grant has been approved from the Met Council for the consortium; Joy and Ken have attended the two consortium meetings.

- WSB has recommended a community meeting on October 8th to hear resident questions and recommendations. We will move the Planning Commission meeting to 6:00 pm and have the open house begin at 7:00 pm, this will not be a public hearing but an open house.
- WSB provided a template for a questionnaire for residents to create structure for resident feedback. We will customize it to suit our Township's needs.
- The questions were reviewed and the questions referring to mining and trail access were removed. The customized version of the questionnaire will be given to the board meeting for approval.
- We will mail a postcard and have the paper copies available for residents as well as an electronic form on the website.

Driveway Access Approval

- We can add the language review to public hearings that are coming up
- Tony indicated that the County and State have the permitting requirements on the county roads and state roads, we can review their language and spacings
- We should offer links to these permits on the website so they can get to the applications from our website when it is in the Township and not a Township road
- Approval of the driveway should be declared as road supervisor and the liaison to the road commission – the land owner should not be part of the approval process
- Information about the separation from a property line of adjoining properties should be defined
- Address driveway placement if it is due to safety from an intersection or other reason – do we need to modify the application for any notes and reason for approval?
- Ken will prepare some recommended language to present to the board.

Ken motioned to adjourn the meeting; Vic seconded; carried unanimously

Reviewed:

Thyra Nelson Clerk

Approved:

Ken Malecha, Chairperson