

**Greenvale Township Planning Commission
Meeting Minutes
Thursday, October 12, 2023**

Present: Ken Malecha (Chair); Commissioners Scott Norkunas, Joyce Moore, Victor Volkert, Steve Wickelgren and Jane Dilley, Town Clerk

Others Present: Linus Langer, Greg Langer, Kathy Kalow (Edina Realty), Marcia (Budin) Simon, Tony Rowan, Mary Jane Keiran, Mary Collins, Perry Collins, Dave Roehl, Jim Mitchell, David Mitchell, Mike Mitchell, John Mitchell, Charles Anderson, Andy Anderson, Eric Christianson

Guests: none

Chairman Malecha asked the audience to join in the Pledge of Allegiance at 7:00pm.

Opening Statement: Malecha stated the Planning Commission (“PC”) is an appointed body that makes recommendations on planning and zoning issues to the Town Board. These recommendations are advisory only. The elected Town Board members make the final decisions on matters brought before the PC. The PC will act tonight on matters received by the Zoning Administrator by noon ten (10) business days before the meeting tonight. Questions on submissions after the deadline can be addressed under New Business; they will be placed on the following month’s agenda. The audience was reminded this is a public meeting, not a Public Hearing. Meetings are open to the public to observe. Audience comments are limited to topics being discussed. Malecha reminded the audience to sign the attendance sheet and silence their electronic devices.

Agenda: A permit request on the agenda was removed. With this change, Volkert made a motion to approve the agenda, Norkunas seconded. Motion carried 5– 0.

Minutes: Moore made a motion to approve the September 14, 2023 minutes, seconded by Wickelgren. Motion carried 5 – 0.

Citizen Comments: None.

Board Liaison Report: Rowan did not make a report.

Building Permits: None.

Zoning and Other Land Use:

Odette family parcel split. Charles Anderson was at the table to answer any questions. The PC was presented with a Subdivision Agreement prepared by attorney David Jacobsen, a survey and legal description. There were no questions from the PC members. Malecha made a motion to approve the Subdivision Agreement, forward it to the Board with the PC's recommendation to approve. Moore seconded the motion. Motion carried 5 – 0.

LaCanne parcel split. Malecha said he would present this Subdivision Agreement, as Mr. LaCanne was not present. Attorney Ryan Blumhoefer prepared the Subdivision Agreement which included a legal description of the property. The split involves 2.55 acres, no building right is being transferred, no additional building right is being granted. The survey is pending. Norkunas made a motion to approve the Subdivision Agreement, provided the survey matches the legal description, with a request to forward to the Board with the PC's recommendation to approve. Wickelgren seconded the motion. Motion carried 4 – 0, with Volkert abstaining as he was involved in the purchase of the property by Mr. LaCanne.

Mitchell family parcel split. Attorney David Jacobsen prepared the Subdivision Agreement, already signed by all family members. A survey was also presented. Both documents contain legal descriptions. A separate parcel of 2.9 acres is being split from the main parcel. Mary Collins was on hand to answer questions. Malecha made a motion to approve the Subdivision Agreement, forward it to the Board with the PC's recommendation to approve. Volkert seconded. Motion carried 5 – 0.

Budin Family Trust parcel split. Kathy Kalow and Marcia Simon were on hand to answer questions. Attorney Ryan Blumhoefer prepared the Subdivision Agreement for a 10-acre parcel split. The survey will be amended to remove reference to a previously approved 57-acre split which was not recorded. One

building entitlement will be transferred to the new 10-acre parcel. Malecha made a motion to approve the Subdivision Agreement, forward it to the Board with the PC's recommendation to approve. Moore seconded the motion. Motion carried 5 – 0.

L.B. Schweich parcel split. Mary Jane Keiran was present. Attorney Ryan Blumhoefer prepared the Subdivision Agreement. A 5.7-acre parcel is being split from PID 16-02000-76-013, and a building right is being transferred to the new parcel from PID 16-02000-76-012. Norkunas made a motion to approve the Subdivision Agreement, forward it to the Board with the PC's recommendation to approve. Malecha seconded the motion. Motion carried 5 – 0.

Old Business: Malecha led a discussion on the September 16, 2023 open house held for public input on the ordinance. Norkunas said comments from speakers said that no Planning Commission existed at the time the Comp Plan was published – is incorrect. Malecha said a lot of misinformation was introduced at the open house. A letter dated February 1, 2017 was sent to Linus Langer, Town Clerk, from Bolton & Menk and Dean Johnson of Resource Strategies announcing the start the Comp Plan and it was scheduled for completion in December 2018. In November 2017, the Planning Commission was established. A review of the Board of Supervisors and Planning Commission minutes during that time period show no mention of amending the township's ordinances to comply with the provisions of the Comp Plan. Two other pieces of misinformation introduced was that 1) 4 houses per 40 acres (or 1 house per 10 acres) was going to be introduced, and 2) the township was going to introduce a commercial zone. Both of these items conflict with the provisions of the Comp Plan. The Planning Commission allowed public discussions to take place about these topics but there is no intent to incorporate either of these items into our ordinances. Neither would be permitted without amending the Comp Plan. Malecha said we should address nonconforming residential dwellings.

Harry Davis came to the Town Hall during the day on September 28. Members of the PC met with him in groups of two to go over suggestions and changes. Harry will prepare a "red-lined" version of the ordinance manual for the PC's review. As of this meeting, it was not ready for distribution. Malecha will ask the Board for permission to schedule a special PC meeting to review ordinance changes. Aiming for the end of October.

Malecha believes that two meetings should be devoted to reviewing the ordinance manual revisions. This project needs to be completed by December 31, 2023 per the terms of the grant. A public hearing will need to be scheduled after the PC has finalized its work on the ordinances. The Board of Supervisors will need to approve the ordinances during December to stay on schedule.

New Business:

The Clerk prepared an Over the Counter (OTC) Permit Report for July 1 – September 30, 2023 for the PC members. It was distributed with the meeting packets and required no action to be taken.


Moore made a motion to adjourn, Wicklegren seconded. Motion carried 5 – 0.

APPROVED – December 14, 2023

Prepared by:



Ken Malecha, Chair



Jane Dilley, Town Clerk