

Oronoco Township Planning Advisory Commission
Meeting Minutes
September 16, 2024

I. Call to Order

The meeting was called to order by Chair Paige Collins at 6:02 PM.

II. Pledge of Allegiance

I pledge allegiance to the Flag, of the United States of America, and to the Republic for which it stands, one Nation, under God, indivisible, with liberty and justice for all.

III. Roll Call

Last	First	Present	Absent	
Albrecht	Rich	X		TCPA Rep
Berg	Lori	X		
Collins	Cindy	X		
Collins	Paige	X		Chairperson
Matzke	Tammy	X		Township Board Rep
Rucker	Adam	X		Vice-Chair
Smith	Angela	X		
Koenig	Lynn	X		Special Projects
Staton	Jered	X		TCPA
Ruppe	Bob			Twp Attorney

IV. Approval of Meeting Agenda

Tonight's meeting agenda was reviewed. Motion to approve the meeting agenda was offered by Mr Rucker, seconded by Mr Albrecht. Motion carried.

V. Approval of Meeting Minutes

The meeting minutes from the July 15, 2024 meeting were discussed. Motion for approval of the minutes was offered by Mr Rucker, seconded by Ms Berg. Motion carried.

The meeting minutes from the August 19, 2024 meeting were discussed. Motion for approval of the minutes was offered by Ms Collins, seconded by Mr Rucker. Motion carried.

VI. TCPA Update

Mr Albrecht reported that the Memorandum of Understanding has been progressing. The next step is

to work with the DNR. The Bylaws update is still in the works.

There has been some initial investigation into County funding. Residents are charged, through their property taxes, to fund the County Planning Dept. This should not be the case as we no longer use the Planning Dept as our administrator. The thought is that this money should either go back to the Townships or, better yet, to TCPA since they are now doing the work.

Lastly, Mr Albrecht announced that Kristi Gross has taken a new job and is leaving the County Planning Dept. She has taken a job as the Planning Director for the City of Lake City. Good luck Kristi!

VII. Public Hearings

- a) None

VIII. Old Business

- a) Cannabis Regulations – the Township has received a request from the County on whether the Township intends to delegate cannabis registration to the County or not. This is due by October 1. After a brief discussion, it was agreed that the email is a little vague. Does it mean that the County will track the number of registrations and then the Township continues to handle the zoning/permitting process? Or are they asking for us to turn it all over to them.

ACTION: Ms Matzke will reply to Pete Giesen, Interim Administrator, and to get an answer to these questions.

IX. New Business

- a) None

X. Discussion Items

- a) Short-Term Rentals (VRBOs) – a considerable amount of time was spent going through the initial draft of a text amendment Short Term Rentals, including changing the title to Vacation / Short Term Rentals. We discussed a number of things, such as maximum occupancy, security cameras, penalties, and permit issuance durations.

ACTION: Mr Staton will finalize the changes and this will be on our October agenda as a public hearing.

- b) River Conservation District – Chair Collins reviewed a document she put together describing the River District. She also commented that she isn't quite sure where to begin or how to go about creating this new district. Mr Staton suggested that we should consider reaching out to Bolton & Menk to see if they might be able to help. Everyone agreed that this would be a good idea as we need help with this big project.

ACTION: Mr Staton will reach out for initial contact. We would like to get an estimate in order to seek approval at the October Board meeting if possible. We need to get this done before the moratorium runs out in July 2025.

XI. Open Forum

Nothing raised.

XII. As May Be Brought Up by Members

Chair Collins brought up a couple quick things:

1) In the process of looking at our ByLaws, she noticed there are some changes that need to be made. She inquired about Basic Parliamentary Procedure vs Robert’s Rules of Order. She will make some proposed changes and bring it back to OTPAC.

ACTION: Ms Matzke will send her the document.

2) In reviewing other township ordinances, Chair Collins came across a table in the Sauk Centre Township ordinances that provides a quick view, based on zoning district of what applications are permitted vs interim use vs conditional use. Something to consider adding when we finalize our ordinance document.

XIII. Adjournment

Motion for adjournment was offered by Ms Collins, seconded by Mr Rucker. Motion carried. Meeting was adjourned at 9:03 PM.

Respectfully submitted,

Paige Collins
Chair

Officers:	Chair	Paige Collins	(2026 – term expiration)
	Vice-Chair	Adam Rucker	(2026 – term expiration)
Commissioners:	Member	Rich Albrecht	(2025 – term expiration)
	Member	Lori Berg	(2027 – term expiration)
	Member	Cindy Collins	(2025 – term expiration)
	Member	Angela Smith	(2027 – term expiration)
	Member	Tammy Matzke	(Town Board representative)

Other:

Lynn Koenig

(Special Projects Administrator)