

Oronoco Township Planning Advisory Commission
Meeting Minutes
September 21, 2026

I. Call to Order

The meeting was called to order by Chair Paige Collins at 6:00 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	
Berg	Lori	X		
Collins	Paige	X		Chair
Franzone	Mario	X		
Rucker	Adam	X		Vice-Chair
Smith	Angela	X		
Torrens-Burton	Jonathan	X		
Young	Erin	X		
Matzke	Tammy	X		Township Board Rep
Koenig	Lynn		X	Special Projects
Geerdes	Gregg		X	Special Projects
Kaske	Ethan		X	TCPA
Fincke	Janelle	X		TCPA
Ruppe	Bob		X	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 Ms Berg. Motion carried.

V. Approval of Meeting Minutes

The minutes from the August 17, 2026, meeting were discussed. Motion for approval of the minutes was offered by Mr Franzone, seconded by Mr Rucker. Motion carried.

VI. TCPA Update

Mr Franzone reported that the permit trend continues; numbers similar to last year although the dollars

are down significantly. He also addressed that the Township Clerks were sent a note to request people to act as a review body for the Olmsted Zoning Ordinance Update work. This will involve 5-7 meetings over the next 9 months or so. Did our Township receive this letter? Mr Franzone stated he would be happy to represent our Township if we think it's valuable.

Lastly, there was a good review of all the rules around variances and when they should be approved or rejected. Mr Franzone has asked for a copy of this summary and will pass it along when he receives it.

VII. Public Hearings

- a) None

VIII. Old Business

- a) None

IX. New Business

- a) 2523 75th Street NW – Gary and Nola Dunn inquired about options for their property. They have 35 acres with A-2 Zoning. They are looking to do a split for a retirement home. OTPAC's recommendation is that they work with TCPA as this would likely be done through a variance.
- b) Boelter Estates Phase 2 – Janelle Finck reviewed an application for a final plat for phase 2 of Boelter estates consisting of approximately 34.27 acres. The final plat includes 12 lots ranging in size from 2.18 to 3.97 acres. It will be served by one shared well and individual septic systems. The preliminary plat was approved by the Oronoco Township Planning Advisory Commission on March 20, 2023. The final plat closely reflects the approved preliminary plat but will still require the Township Engineer to review the construction plans and final plat.

After some discussion, Ms Young offered a motion to recommend approval to the Town Board with the 6 conditions recommended by TCPA. Mr Rucker seconded. Motion carried.

X. Discussion Items

- a) Review Article 5 Draft – Ms Young reviewed the Township Ordinance rewrite work she has been doing. Based on our previous discussions, her focus this time was Article 5 – Agricultural Zone. Everyone was in agreement that we still have too many zones although there has been some interest in possibly creating some A-1 zones before we eliminate it. We will need further discussion on this at a future date when we better know the pros and cons. We also discussed if we should potentially rename some zones...for example change ARC Lili to AG5. It was decided to hold off at this time to see what the County does with their own ordinance rewrite.

Using our AI program, Ms Young also created a table which makes it much simpler to see the differences in the different Ag zones. Tables such as this are a desired outcome in this rewrite

process. Based on the County's work of their own ordinance, it was decided that we will keep moving forward with our cleanup efforts although it will be on a smaller scale for the time being to avoid duplicate effort with the County.

- b) Cameron Maass Home Build – Ms Matzke gave an update on the Cameron Maass rebuild in King's Park. Mr Maass' home was destroyed by fire and he's looking to rebuild. Per MN state statute, he is allowed to rebuild his home in the same location. The permit has been issued so Mr Maass can meet the deadline set by his insurance. He has expressed some interest in adding a garage but that would need to go through the variance process since his property is located within the River Corridor Ordinance.
- c) RCO Update – Ms Fincke, TCPA Asst Zoning Administrator, presented some questions regarding our new River Corridor Ordinance. For example, Section 9.08B states that a Condition Use Permit (CUP) is required for the construction of a deck. Ms Fincke questioned whether that was really our intent considering that the table in Section M notes that single residential uses are permitted and conditional. Another concern is that there are some phrases that do not have definitions such as primary building setback and clustered development. This makes it hard to determine compliance.

Ms Smith agreed to work with Kristi Trisko at Bolten & Menk to see what we need to do to clear up some of this confusion.

Mr Rucker offered a motion to initiate a text amendment for the RCO. Ms Smith seconded. Motion carried.

- d) Township Board Current Business – Ms Matzke gave an overview of some of the issues facing the Town Board:
 - * Webster Property: We have received reports of logging being done and rock being brought in yet there are no records of any building permits. In addition, this property is located within the RCO. Ms Matzke will be asking TCPA to issue a formal communication to the Webster's with the concerns of their recent activity.
 - * Property on Cedar Beach Drive: There is a small piece of property on Cedar Beach Drive that is listed with the realtor as a place to build a garage or storage building. However, you cannot build an accessory building without a home on the property, and this is a non-buildable lot.
 - * There were also a couple of variances for Thompson and Nellis to allow for additional splits of non-prime farmland for single family residences.
 - * Pegram Property: There are a number of issues with this parcel. The builder/contractor incorrectly measured setbacks from the road and side yard. In addition, there is also a shed that violates the setbacks. This parcel is subject to both Shoreland and River Corridor ordinance. There were many questions: 1) did the builder have a certified survey? 2) because this is in the shoreland area, was a CUP/variance done? (The County was not able to provide any CUP data that a public hearing was ever held) 3) is there a pattern of behavior. It was agreed that the Town Board should engage our township attorney right away.

All of these applications have raised two main issues:

1) In order to avoid the Town Board needing to write conditions during their public hearings, is it possible to amend our ordinance so that variances would actually come to OTPAC for a recommendation before going to the Town Board for final approval. This would allow for a more thorough review of recommendations and conditions in advance therefore eliminating the need for the Town Board to revise conditions during their meetings.

2) We need enforcement. Non-compliance with our ordinances is a critical issue. Discussion ensued on various options. Mr Franzone will propose a shared-service model at the November TCPA monthly meeting. We will ask Joel Johanningmeier to inquire at the next OCTOA meeting if other townships are having these same issues. We will also investigate whether we need to enlist our own dedicated enforcement officer. We will continue to work on this as we go forward.

- e) Letter to Homeowners and Realtors – Ms Matzke shared that we are still working on the best way to approach this. She has been working with the Township Attorney on this. This whole issue has come about due to that fact that realtors are listing some lots as buildable even if that is not the case. Just because a property is zoned residential does not automatically mean it is buildable. More to come on this as TCPA does not have the bandwidth to send these letters so a solution is still needed.

XI. Open Forum

Nothing raised.

XII. As May Be Brought Up by Members

None

XIII. Adjournment

Motion for adjournment was offered by Mr Rucker, seconded by Ms Young. Motion carried. Meeting was adjourned at 8:59 PM.

Respectfully submitted,

Paige Collins
Chair

Officers:	Chair	Paige Collins	(2026 – term expiration)
	Vice-Chair	Adam Rucker	(2026 – term expiration)
Commissioners:	Member	Lori Berg	(2027 – term expiration)
	Member	Mario Franzone	(2028 – term expiration)
	Member	Angela Smith	(2027 – term expiration)
	Member	Jonathan Torrens-Burton	(2028 – term expiration)
	Member	Erin Young	(2028 – term expiration)
Other:		Tammy Matzke	(Town Board representative)
		Lynn Koenig	(Special Projects Administrator)
		Gregg Geerdes	(Special Projects Administrator)