MINUTES

TOWN OF RICHMOND PLAN COMMISSION MEETING
March 24, 2026 - 6:00 pm
RICHMOND TOWN HALL - 1428 100TH ST.

The meeting was called to order at 6:00 pm by Acting Chairperson Dave Stephens. Present were Board Members Bill Norge, Larry Ball, and Mike Burke; remotely Chairperson Tom Derrick and Secretary Natalie Sanders. Also present Attorney Paul Mahler, Town of Richmond Chairperson Gary Knutson; Town Board Members Dave Naser and Jeff Van Dyk; Pat Early Town Clerk; Russ Kiviniemi Cedar Corporation, Mike Erickson Four Seasons Land Surveying LLC and Clifford Hentz Hudson Builders; and residents (in person and remotely).

The Pledge of Allegiance was recited.

Roll Call – Absent Joe Ayers and Frank Pascarella

The agenda was approved on a motion by Norge/Ball. Carried on unanimous voice vote.

The January 24, 2026, meeting minutes were approved on a motion by Ball/Norge. Carried on unanimous voice vote.

Business Items:

1. Review updated concept plan for the Willow River Subdivision (19 lots), for Bonnie L. Van Dyke. Parcel #026-1088-95-100 & Parcel #026-1088-90-000, Town of Richmond. Russ Kiviniemi of Cedar Corp explained the changes made to the updated concept plan and they would handle compliance through a letter of credit and cash escrow. Attorney Mahler inquired about right of way easements to out lots. Estimated timeline to start construction is the fall of 2026. Motion by Norge/Ball to recommend approval to the Town Board of the concept plan for Willow River Subdivision, Parcel #026-1088-95-100 & Parcel #026-1088-90-00. Carried on unanimous voice vote.
2. Discuss request from Jason & Lynn Jay for a Conditional Use Permit 2026-0296, for a catering business at 981 154th Ave, located at SW, SE, of Sec 18 , T30N, R18W in the Town of Richmond. Clifford and Lynn provided an overview of the changes made, advised St. Croix County completed an inspection of the location, building size has changed from 30x40 to 25x42, no employees, 1 event per month on average, and the "Commercial" designation is primarily for inspection purposes and state licensing requirements. The Board discussed if a commercial kitchen belongs in a residential neighborhood, exhaust fan concerns, fire suppressions, petition was for variance not conditional use permit, HOA and its impact, and how to move forward and including conditions. Residents expressed their concerns with separate residential/commercial uses, introduces other potential commercial applications, noise, traffic, safety, and home devaluation. Randy Johnson from the HOA/ACC stated letters were submitted in opposition of this request and the HOA/ACC has not been provided with any resubmittal information. Attorney Mahler stated the county has the final approval, convents are enforced by the HOA, who could take separate action, architectural vs use, and discussed coming up with conditions that will be seen by the county but overall the county has final approval. Motion by Norge/Burke to table approval, with the applicant establishing specific measurable conditions to reduce neighborhood impact before the next meeting. Carried on unanimous voice vote.
3. Discuss Minor Subdivision CSM (18.5 acres, 2 Lots) for Mary Glieden, for property located at NE ¼, NE ¼, Sec. 30 and NW ¼, NW ¼, Sec 29, T 30N, R18W, Town of Richmond.
4. Discuss Minor Subdivision CSM (25.5 acres, 4 Lots) for Mary Glieden, for property located at NE ¼, NE ¼, Sec. 30 and NW ¼, NW ¼, Sec 29, T 30N, R18W, Town of Richmond.
   Mike Erickson and Mary Glieden provided an overview and updated CSM that adjusted Lot 1 by making it wider. Main discussions by Board Members centered around whether to allow two minor subdivisions or require a major subdivision and combing Lots 3 and 4, obtaining driveway permits. Motion by Derrick/Ball to combine Lots 3 and 4 with driveway access on each side (north and south) of new lot 3, contingent on detailed driveway locations being

marked and preliminary plat for final review at April Planning Commission meeting. Carried on unanimous voice vote.

Public Comment – Randy Berenschot commented on mowing near 10 mile creek.

Announcements – It was announced Ron Volkert passed away.

Adjourn - The meeting was adjourned at 7:58 pm on a motion by Norge/Ball. Carried by unanimous voice vote.

Minutes prepared by Natalie Sanders, Secretary