



Planning Board
Zoom Hybrid Meeting
Draft Meeting Minutes
October 6, 2026
Approved: _____

Board Members Present: Chair Karl Klankowski, Linda Liddle, Jeff McDonald, Mo Klein
Board Members Absent: None
Quorum Present
Applicants Present: Carrie Pollock
Public Present: None
Town Staff Present: Niels Tygesen, Lori Asperschlager
Town Board Member Present: Elizabeth Weatherby

Proceedings

Chair Karl Klankowski called the meeting to order at 7:00 PM at Town Hall.

Approval of Agenda

Motion: Klein motioned to approve the agenda; McDonald seconded.

Vote: Chair Klankowski, aye; Liddle, aye; McDonald, aye; Klein, aye.

Motion Carried.

Town Board Member Reports

Weatherby shared updates:

- Applications are still being accepted to join the Planning Board.
- The Town Board will be going over the 2027 budget for the next two Town Board meetings.
- The town attorney is finalizing language for an RFP to hire a consultant to update the zoning code regarding wetlands. Supervisor Olson will have the information next week and will pass it on to the Planning Board for review.
 - Liddle asked about how the Water Committee might be able to be part of these updates as well.
- Next year, the Town Board will start to look at different sections of the zoning code as well.

Approval of Past Minutes

Motion: Liddle motioned to approve August 4, 2026 minutes; McDonald seconded.

Vote: Chair Klankowski, aye; Liddle, aye; McDonald, aye; Klein, aye.

Motion Carried.

Privilege of the Floor

No members of the public were in attendance for privilege of the floor.

Motion: Klein motioned to close privilege of the floor; McDonald seconded.

Vote: Chair Klankowski, aye; Liddle, aye; McDonald, aye; Klein, aye.

Motion Carried.

New Business Items

MNSUB2609-01 Koskinen 2 Lot Minor Subdivision, Final Plat Review & Public Hearing

The applicant and property owner, Roger Koskinen, applied for a minor subdivision for the subject site to subdivide the approximately 26.50 acre lot into two lots, Parcel 1 approximately 1.20 acres and Parcel 2 approximately 25.29 acres.

Pollock spoke on behalf of the applicant and apologized for missing the deadline to record the plat and bringing it back in front of the board.

Motion: Klein moved to accept the application as written; McDonald seconded.

Vote: Chair Klankowski, aye; Liddle, aye; McDonald, aye; Klein, aye.

Motion Carried.

Klein had a general question about planning boards needing to make a motion to formally accept the application, but it does not state what formally means. Once the planning board makes the motion to accept the application, that is when the clock starts for the 62 days to record with the county. Tygesen has previously talked with town legal about this question. The Planning Board and Board of Zoning Appeals did not follow this process, nor was it in the bylaws. Ulysses isn't as strict as other municipalities with formally accepting the applications as written and the attorney said that could continue that status quo; however Tygesen agrees it is good practice and would support setting up training, updating by-laws.

Brief discussion continued on the subject.

Motion: Klein opened the public comment period for the project; Liddle seconded.

No public comments were received in person or in writing.

Motion: Klein moved to close the public meeting; Liddle seconded.

Vote: Chair Klankowski, aye; Liddle, aye; McDonald, aye; Klein, aye.

Motion Carried.

Motion: Klankowski moved Planning Board Resolution No. 2026-015 for discussion; McDonald seconded

Vote: Chair Klankowski, aye; Liddle, aye; McDonald, aye; Klein, aye.

Motion Carried.

No comment or discussion from the board.

Motion: Liddle motioned to approve [Planning Board Resolution No. 2026-015 A Resolution of Final Subdivision Approval of the Koskinen Two Lot Minor Subdivision Located at 6237 Podunk Road, Town of Ulysses, Tax Parcel 22.-5-4](#); McDonald seconded.

Vote: Chair Klankowski, aye; Liddle, aye; McDonald, aye; Klein, aye.

Motion Carried.

Board Member Reports

General discussion about potential projects and upcoming meetings.

Motion: Klein motioned to adjourn; Liddle seconded.

Vote: Chair Klankowski, aye; Liddle, aye; McDonald, aye; Klein, aye.

Motion Carried.

ADJOURNED at 7:22 PM

Respectfully submitted by Lori Asperschlager, Planning Board Secretary