
CROW WING TOWNSHIP
PLANNING AND ZONING COMMISSION

AGENDA

April 3, 2023 6:00 PM

1. Call to Order
2. Roll Call
3. Public Hearing(s)
4. Additions or Deletions to Agenda
5. Open Forum
6. Approval of Minutes
 - a. December 12, 2022
7. New Business
 - a. Jacob Frie, MN DNR
 - b. Planning Commission Appointments
8. Old Business
 - a. Short Term Rental Discussion
9. P&Z Administrator's Report
10. Town Board Correspondence
11. Adjournment

This agenda is not exclusive. Other business may be discussed as deemed necessary.

Crow Wing Township Planning Commission Meeting December 12, 2022, 6:00 PM

Commission Members Present: Brad Arnold (Chair), and Commissioners Linda Schuety, Dan Lee, David Nelson, and Tucker Schuety (Township Board Chairman), & Sue Kern (Township Clerk). Brad called the meeting to order at 6:00 PM and the Pledge of Allegiance was recited.

Public Hearings: None.

Additions or Deletions to Agenda: The Wetherbee property discussion was moved to the beginning as the property owners were present. A hoop structure discussion was added to the agenda. Brad also added discussion of the newly printed Ordinance booklets, discussion regarding the Deason property, storage of records fee and the start of the new Planning and Zoning Administrator.

New Business: Wetherbee Subdivision: This property was first discussed in September. The survey has been completed by Jim Kramer and the application has been submitted and signed and everything is in order. Brad reviewed the history for David's benefit as he did not attend the September meeting. The matter had been approved previously and was ready to proceed but with the transition in Administrators there was a bit of an overlap in procedure. The owners will bring the deeds to the Land Services Building. Scott Saehr will confirm with the County for recording as it is his first one. Brad will follow up with Scott regarding the metes and bounds.

Open Forum: The Deason property shoreline follow up inspection is due this month. Scott and Brad will do the inspection and they will tour the township when they meet on December 20th. Scott is already working on two other aspects with Mr. Deason. Brad brought up that there is a storage fee of \$60 with Scott for maintaining and retaining our records. Brad will bring the matter up to the Board of Supervisors. Scott Saehr will be full time starting this week as our P&Z Administrator. Brad also noted that he has talked with Jake Frye at the Land Services Building and will be meeting with him January 4th. Some residents were trying to attain septic records there.

Approval of Minutes: The November 14, 2022, meeting minutes were reviewed. Dan made the motion to approve the minutes as written. Tucker seconded the motion. No further discussion. Motion passed 5-0.

The **2023 Planning Commission Meeting Schedule** was discussed.

The **Fee Schedule** was discussed. The prices have remained the same, but the date was changed. Some items were changed due to the recent Amendments.

The newly printed **Land Ordinance** manual was reviewed. Each commissioner was given the newly revised manual and asked to dispose of the old ordinance. There will be two copies in the office at the town hall. The cost of the printing was \$280 total. It will be put on the website as time permits.

The **Short-Term Rental agreement** was discussed. There have been some rules and regulations set up by the County that will be adopted in the next couple of months. Brad stated that the Township will also need to adopt the agreement in the future as well. It does not greatly affect our Township but there are a few cases here as well. Brad has reviewed the agreement.

Crow Wing County Logging on Wetherbee Road/Proposed Parking Lot: Brad has talked with Tom Strack from the County regarding their plans of timber thinning and making a parking lot and bird watchers will have a place to park and go on trails. Tom is not familiar with our Township area and was assigned our area due to lack of employees. Multiple concerns were raised including illegal camping, meth and dope camps, garbage dumping, fire hazards, ATV problems and ditches being torn up. The drainage in the ditch from the previous loggers is still a problem. Brad brought up several issues to Tom. Brad stated that a different approach was needed and needed to be located away from landowners. Brad suggested to Tom that he make a 2-3 stall parking spot where the gate is now. They have already put the entrance in but they don't have full width and the culverts don't have aprons. They had called Doug and asked to be waved of the \$50 entry permit after the fact. The Planning Commission agreed there should not be a parking area ½ mile back in the woods. Brad is going to talk to the Board about sending a letter to the County Forestry Department. Tucker suggested we contact the Sheriff's Department. Brad talked to Tom about the problems on 50th and all the trash that has been left there. Brad is going to ask the board to enforce the lack of aprons and slopes and not have a parking area off the road, keep it nonmotorized, and address the ditches regarding purpose and elevation of drainage in the ditches. Brad will talk to the Town Board about sending a letter to the County regarding the ditches, parking, and ATV use. Brad will follow up with Tom.

The **Jackson violation** attorney letter was discussed. As soon as the letter was received, Brad got a call from Billy Jillson right away who stated that he was just in there cutting wood and he had permission to do that. Mr. Jillson has his fish house on the property, and Brad stated there were four other units there as well. Mr. Jillson said they were there hunting. Brad stated they have moved out now, but Mr. Jillson will be keeping his fish house there as he is cutting wood. Brad told him that he would be stopping in to assess the situation.

Logelin Addition: Nik Logelin is requesting to convert his house from single-family structure to a two-family structure. Brad read the findings of fact written by Scott. Scott says that it is an allowable use. The driveway entrance will need to be addressed as well as a new septic design or a modified design will be needed. When it comes to sell the property, it will be sold as a pair (duplex) and cannot be split. Scott will need to advise the Planning Commission on what else is needed. Nik has been up front with his plans. More discussion will follow between Brad and Scott.

Old Business: Website Changes and Updates: Sue will be working with the website designer to update the website with contact information, Ordinance, fee schedule, meeting dates and permit forms.

P&Z Administrator's Report: The reports were reviewed. **Town Board Correspondence:** None. **Hoop Structures:** It was decided that a building structure is a building structure in need of permit if on commercial property and home hoop structures determined by size/scope and if truly temporary.

Adjournment: Tucker made the motion to adjourn. Linda seconded the motion. No discussion. Motion carried 5-0. Meeting adjourned at 7:19 pm.

ARTICLE 6--PLANNING COMMISSION/BOARD OF ADJUSTMENT

6.1 PLANNING COMMISSION/BOARD OF ADJUSTMENT DUTIES

- A. Acting in its capacity as the Planning Commission, the Planning Commission/Board of Adjustment is hereby designated by the Town Board to:
 - 1. Review all plats, conservation developments, land use district map amendments, and amendments to the land use ordinance text, and make recommendations to the Town Board.
 - 2. Review and make final decisions regarding all conditional use permit applications.
 - 3. Exercise all powers and perform all duties granted to the Planning Commission/Board of Adjustment under Minnesota Statutes, Chapter 462.354.
 - 4. Adopt and annually review rules of business necessary to the conduct of its affairs.
- B. Acting in its capacity as the Board of Adjustment, the Planning Commission/Board of Adjustment is hereby designated by the Town Board to:
 - 1. Review and make final decisions regarding all variance applications.
 - 2. Hear appeals of all administrative orders, requirements, administrative decisions, or determinations
 - 3. Adopt and annually review rules of business necessary to the conduct of its affairs.

6.2 MEMBERSHIP³

- A. The Planning Commission shall consist of five (5) members. One member of the Planning Commission may be a member of the Town Board. The alternate member may only vote where a regular member is absent or is abstaining from voting.
- B. All members of the Planning Commission/Board of Adjustment shall be residents of Crow Wing Township.

6.3 APPOINTMENT/TERMS⁴

- A. Appointment of Planning Commission/Board of Adjustment members shall be made by the Town Board and such appointment shall become effective at the first meeting of the Planning Commission/Board of Adjustment in February.

³ Amended 4/12/16

⁴ Amended 4/12/16

- B. Up to three members shall be subject to appointment each year.
- C. Each member of the Planning Commission/Board of Adjustment shall be appointed for a term of two years.
- D. Vacancies shall be filled through appointment by the Town Board for only the duration of the un-expired term.
- E. Nonperformance of duty or misconduct in office shall constitute grounds for dismissal by the Town Board. Nonperformance shall include attendance at less than 80 percent of regularly scheduled Planning Commission/Board of Adjustment meetings.

6.4 OFFICERS/DUTIES

- A. Officers of the Planning Commission/Board of Adjustment shall be a Chairperson, Vice-Chairperson and other officers as needed.
- B. Officers shall be elected by the Planning Commission/Board of Adjustment at the first regular meeting held in February.
- C. In the event of a resignation of an Officer, the Planning Commission/Board of Adjustment shall fill the vacancy.
- D. The Chairperson shall preside at all meetings.
- E. The Vice-Chairperson shall assume the responsibilities of the Chairperson when he/she is unable to serve.

6.5 COMPENSATION AND MILEAGE

- A. Planning Commission/Board of Adjustment members may receive per diem as allowed by the Town Board.
- B. Planning Commission/Board of Adjustment members will be reimbursed at the current Township rate for mileage to and from the meeting place.
- C. Planning Commission/Board of Adjustment members, when required to make on-site inspections relating to the function of the Commission or Board, may claim mileage expense and per diem.

6.6 MEETINGS

Meetings shall be scheduled and conducted according to the established Planning Commission/Board of Adjustment rules of business.

Crow Wing County Short-Term Rental Licensing Ordinance

Approved 1/3/2023

PURPOSE, SCOPE, & OBJECTIVES

1.1 Purpose.

It is the purpose and intent of this Ordinance to regulate short-term rentals within Crow Wing County. To continue the allowed use of short term rental units, but also mitigate possible adverse impacts to the health, safety, welfare, and quality of life of surrounding properties, as well as water and environmental quality, through the establishment of a licensing program for the review and approval of short term rental unit operations.

1.2 Scope

Pursuant to Minnesota Statutes Chapter 375.51 - 375.55 and Minnesota Rules Chapters 7080 -7083 in their entirety except as referenced under Article 37.18 of the Crow Wing County Land Use Ordinance and as otherwise expressly modified by the Land Use Ordinance, are hereby adopted by Crow Wing County by reference.

1.3 Objectives.

- To provide and enforce standards for the maintenance of short-term rentals.
- To provide local governance to promote health, safety, and wellness to Crow Wing County citizens and patrons of short-term rentals.

1.4 Enforcement

- Any violations of this ordinance may result in enforcement as noted under Section 6.

DEFINITIONS AND GENERAL PROVISIONS

2.1 **Definitions.** Unless specifically defined below, words or phrases used in this Ordinance shall be interpreted to give them the same meaning they have in common usage and to give this Ordinance its most reasonable application.

- (a) **“Owner”** means the property owner of record of the real estate located in Crow Wing County.
- (b) **“Owners Authorized Agent”** means a person who has written designation to act on behalf of the owner.
- (c) **“Parcel”** means a unit of real property that has been given a parcel identification number maintained by the County.
- (d) **“Short Term Rental Unit”** means any home, cabin, condominium or similar building that is advertised as, or held out to be, a place where sleeping quarters are furnished to the public on a nightly, weekly, or for less than a 30-day time period and is not a bed and breakfast, resort, hotel or motel.
- (e) **“SSTS”** means “Subsurface sewage treatment system” is either an individual subsurface sewage treatment system as defined in subpart 41 of rule 7080.1100 or a mid-sized subsurface sewage treatment as defined in subpart 4 of rule 7081.0020, as applicable.
- (f) **“Bedroom”** means, an area that is (A)-a room designed or used for sleeping; or (B)-a room or area of a dwelling that has a minimum floor area of 70 square feet with access gained from the living area or living area hallway. Architectural features that affect the use as a bedroom under this item may be considered in making the bedroom determination.

- 2.2 **Severability.** If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

ANNUAL LICENSE REQUIRED

- 3.1 No Short-Term Rental may be operated without a valid Short-Term Rental license issued pursuant to this Ordinance.
- 3.2 All new Short-Term Rental operations as of the enactment date of this Ordinance shall obtain a license from the County prior to commencing operations.
- 3.3 A separate Short-Term Rental license is required for each unit on a parcel that has Short-Term Rental operations conducted in it.
- 3.4 All Short-Term Rental licenses are an annual license and must be renewed each year. License renewal applications for rental operations in the following year must be submitted prior to any rental activity. Licenses are valid from January 1 – December 31 each year.
- 3.5 The Owner or Owners Authorized Agent shall permit access to the property and all permitted units at any reasonable time for the purpose of inspection upon request of Crow Wing County.

LICENSE APPLICATION REQUIREMENTS

- 4.1 **Application Requirements.** The following information shall be provided to the County on the Short-Term Rental license application:
- (a) The full name (First, Middle, Last), Date of Birth, mailing address, email address and telephone number of the owner of the Short-Term Rental home for which the license is to be issued. If the property is owned by a business or corporation, the CEO or Designee is responsible for obtaining the license in their name.
 - (b) Physical address and parcel identification number.
 - (c) The name, address, telephone number and email address of the Owner's Authorized agent for the Short-Term Rental who is available 24 hours a day.
 - (d) All other information that is requested on the Short-Term Rental License Application.
 - (e) No application for initial or renewal license will be accepted if there are past due property taxes on the property described in the license application.
 - (f) No license will be issued if there are pending permits and/or open enforcements related to the property.
 - (g) No license will be issued if the property has three substantiated violations prior to application for a license.
- 4.2 **Application Process.** Applications for Short-Term rental operation licenses may be filled out online at www.crowwing.us.
- (a) Once the application is received along with the supplemental information and payment of

fee, Crow Wing County will issue or deny the license in accordance with the timelines established under Minnesota Statute 15.99, (60 days) during which time the County may contact the Owner or Owner's Authorized Agent for additional information. If the permit is denied, a letter will accompany the denial explaining the reasons for the denial, and the Owner or Owner's Authorized Agent may reapply once the conditions surrounding the application denial are corrected.

GENERAL REQUIREMENTS

5.1 Septic/Solid Waste

- (a) The short-term rental must be connected to an approved SSTS or served by central sanitary sewer system.
- (b) A valid Certificate of Compliance, which is a certificate that was issued on a new septic system installed within the past 5 years OR a copy of a compliance inspection form which was performed within the past 3 years. Holding tanks are not allowed for rental units.
- (c) At least once every three (3) years thereafter the Owner or Owner's Authorized Agent shall provide an updated certificate of septic testing showing that the system is compliant for the number of bedrooms indicated in the application.
- (d) Disposal of solid waste must comply with Crow Wing County Solid Waste Ordinance, or its successor or replacement.
- (e) Garbage, refuse, or recycling shall be stored completely enclosed within designated refuse containers. The owner or operator of the rental unit shall provide sufficient trash storage containers and service to accommodate the demand of the occupants.

5.2 Occupancy

- (a) The overnight occupancy of a short-term rental shall be limited to no more than three (3) people per bedroom plus one (1) additional persons per unit.
- (b) Use of recreational vehicles, tents, RV's, accessory structures or fish houses to obtain additional occupancy is prohibited.
- (c) Licensee shall not advertise the property as containing any more than the number of bedrooms identified on the license.
- (d) Licensee shall not advertise the property as available to more guests than the occupancy limit identified on the license.
- (e) No more than two Vacation Rental licenses will be issued per parcel

5.3 Noise

- (a) Quiet hours are between the hours of 10 pm to 7 am, Sunday through Thursday; and 12 am to 7 am, Friday and Saturday. The owner of the short-term rental is expected to enforce this rule. Failure to do so may result in enforcement action as provided in section 6.

5.4 Parking

- (a) Parking cannot restrict access by emergency vehicles or the traveling public and shall not impede any ingress or egress of property owner. In addition, parking cannot encroach neighboring properties.

5.5 Property Contact Information.

- (a) The Owner or the Owner's Authorized Agent shall keep on file, with the county, and shall notify each renter, in writing, of the contact information for the Owner or Owner's Authorized Agent who shall be available 24 hours a day, seven (7) days a week, whenever the property is being rented for short-term rental purposes. The Owner or the Owner's Authorized Agent shall respond to any issue or complaint raised within one (1) hour of any such point of contact being notified of the issue or complaint. Property contact information shall be accessible to the public 24/7 on the Crow Wing County Website.

5.6 License Fees.

- (a) License fees will be established by the Crow Wing County Board of Commissioners and published in the County Fee Schedule.

5.7 License Transfer.

- (a) The short-term rental license shall not be transferrable upon any change in ownership of the licensed property, or otherwise.

ENFORCEMENT

- 6.1 **Enforcement.** Crow Wing County will investigate all complaints and alleged violations of this Ordinance. Crow Wing County will follow up with all Owners or Owner's Authorized Agents and Complainants within a reasonable period of time. The Owner or Owner's Authorized Agent shall address any substantiated complaints/violations as directed by Crow Wing County. All substantiated complaints/violations not resolved as directed will result in enforcement action as provided in 6.4.
- 6.2 If three (3) substantiated complaints/violations have occurred at a Short-Term Rental Unit within one year, then the license may be subject to revocation as determined by Crow Wing County.
- 6.3 The intentional false reporting of a violation of this ordinance shall be considered a violation of this ordinance. The penalty for intentional false reporting of a violation will be \$100.00 for a first offense, \$150.00 for a second offense, and \$1,000.00 for a third or subsequent offense.
- 6.4 Any Owner or Owner's Authorized Agent who fails to comply with a directive of Crow Wing County as provided in section 6.1: or who violate, disobey, omit, neglect, refuse to comply with, or who resist enforcement of any of the provisions of this Ordinance may be subject to Misdemeanor prosecution, forfeiture of their license, or both.
- 6.5 Any license revoked under this section will not be reissued for a period of 1 year from the date of revocation.

APPEALS

- 7.1 **Administrative Appeal.** Appeals from any order, requirement, decision or determination made by Crow Wing County shall be first made to the County Administrator.
- 7.2 Appeals of the decision of the County Administrator shall be brought in the District Court

of Crow Wing County.

ZONING ORDINANCE: _____

SECTION _____ SHORT TERM RENTAL

A. Purpose.

The purpose is to provide rules governing the issuance of permits and the establishment of operational restrictions for short-term rentals of dwellings within the _____. The intent of this chapter is to ensure that the operation of short-term rentals is consistent with existing local, State, or Federal laws, statutes, rules, or regulations. For the purposes of this Chapter, "Short Term Rental" means any single-family dwelling or accessory dwelling unit located in a residential or commercial zone that is rented in whole or in part on a short-term basis. A short-term basis is thirty (30) calendar days or less to the same person. This term does not include bed and breakfasts, motels, hotels, or resort rooms.

B. Permit required.

It is unlawful for any person to advertise, maintain, or operate a short-term rental of a dwelling in the _____ without a permit required by this chapter. Permits are required for any unit. Units are considered any single-family home, two -family home, apartment, and/or cabin.

C. Term and scope of the permit.

A short-term rental permit expires on December 31st of each year. The permit authorizes the permittee to conduct only such services as is described in the permit and in accordance with the terms and conditions of the permit. It is unlawful for a permittee or other responsible person to violate the terms and conditions of the short-term rental permit.

D. Application and Renewal of Short-Term Rentals.

A property owner may apply for a short-term rental permit by filing an application with the Clerk/Treasurer. Applications are subject to limits described in Section ____ of this chapter. Prior to filing an application with the _____, the property owner must first file and receive their license from _____. The application must be on a form approved by the _____ and may require any information or documentation consistent with the provisions of this chapter. Such application shall include, but not be limited to, the following information:

1. Name, address, and telephone number of permittee;
2. Name, address, and 24-hour telephone number(s) of permittee and secondary point of contact, if permittee is not located onsite;
3. Floor plan, parking location(s), copy of rental license, and proof of insurance;
4. Any supplemental information that the _____ finds reasonably necessary to determine whether to approve a short-term rental permit.

To renew a short-term rental permit, the permittee shall file an application with the _____ that complies with this section. The application must be submitted no later than thirty (30) calendar days prior to the short-term rental permit expiration date.

Knowingly making a false statement of fact or knowingly omitting any information that is required in an application for a short-term rental permit shall be grounds for denial of a permit.

E. Permit fee.

Every permit application shall be accompanied by a nonrefundable short-term rental permit application fee as established by the _____, as may be amended from time to time. This application fee shall be in addition to any other license, permit fee, or penalty fee imposed by local, State, or Federal laws, statutes, rules, or regulations.

F. Limitation of Number of Short-Term Rentals per property parcel.

1. While each unit must be permitted, short-term rental limitations will be determined by property parcels. Property parcel means any contiguous quantity of land in the possession of, owned by, or recorded as the property of, the same claimant or person.
2. No more than two (2) property parcel can be owned by one (1) person for use as a short-term rental. Ownership includes anyone with a financial interest in the property. This includes limited liability companies (LLCs), and the limit will be enforced for individuals with multiple LLCs. Existing owners as of _____, with multiple short-term rentals will be grandfathered in as part of this Section.
3. If the owner has both short-term and regular rental units in the same property, the property owner will need to license the short-term and regular units separately.
4. Although they would still need a permit, not counted in the total number of property parcels will be property owners that are primary residents of the property, and it will be rented for less than 30 days in a calendar year. If there are multi-units on the property, all units are combined for the determination of days rented. Primary resident means the dwelling unit within which a person lives for six months plus a day during a calendar year and the resident is classified as residential homestead in the County property tax system.

G. Registry Required.

Every permittee within the _____ shall keep a register containing the following information for each person who stays at the short-term rental and shall maintain such register for a period of eighteen (18) months. The owner or registered agent shall make the list available to staff and/or law enforcement upon request.

1. Name;
2. Address;
3. Vehicle year, make, model, color;
4. License plate;
5. State in which the vehicle is registered;
6. Date of arrival;
7. Date of departure;
8. Number of guests;
9. Pets must be on a leash unless yard is fenced-in.

H. Performance Standards. (In concurrence to Section _____)

1. The main rental contact/person renting from the permittee must be a minimum of 21 years of age.
2. The occupancy limit will be determined through the _____ for short-term vacation rentals, but the maximum allowed on any property parcel within will be 15 overnight guests even if the license allows more.
3. Unregistered guests are allowed on a limited basis and must leave the property by _____ any night of the week.
4. The total number of guests registered or unregistered cannot exceed double the occupancy limit the property is licensed for through the _____ .
5. Prior to the issuance of a short-term rental permit, the permittee shall notify all owners of property within 350 feet of the permitted short-term rental involved in the application. This notice shall be in writing and contain the location of the short-term rental the contact information for the permittee and the permittee's designated secondary contact.
6. The permittee or designated secondary contact must be able to be onsite and respond to any complaints within thirty (30) minutes of notification, regardless of the time of day.
7. Permittee shall post the following:
 - a. An aerial view of the property, clearly showing the property boundaries, parking areas, shore recreational facilities, garbage receptacles, etc.
 - b. _____ regulations regarding noise, parking, pets, and/or lakes along with the regulations related to parking, number of guests, unregistered guests, etc.

- c. The full name and phone number of the local contact person or local management agent.
 - d. Local emergency contact information (police, fire, ambulance).
 - e. An emergency escape plan including ingress and egress locations.
 - f. Occupancy limits or the residence.
8. Garbage, refuse, or recycling shall be stored completely enclosed within designated containers. The owner or operator of the rental unit shall provide sufficient trash storage containers and services to accommodate the demand of the occupants.
9. The licensee must provide proof of sufficient and suitable property insurance with the license application and must be able to confirm that the coverage remains in place within 24 hours of a request by the _____ .
10. No fireworks or similar items at any time.
11. There shall be no change in the exterior appearance of the home or premises, or other visible evidence of the conduct of a short-term home rental, except that additional on-site code compliant parking may be provided.
12. Outdoor signage must follow regulations set forth in the _____ Code in Section _____.
13. All short-term rentals shall comply with all Federal, State, and/or local laws, including without limitation all zoning requirements.

I. License Non-transferrable.

- 1. A license is non-transferable and non-refundable.
- 2. The discontinuation of an operation by the licensee at the address covered by the license voids the license.
- 3. A voided license shall be surrendered to the _____ immediately by anyone in possession of it.
- 4. Change of ownership requires a new application. The _____ shall be notified in writing within five (5) business days of any change of property owner or rental agent.

J. Parking.

All tenants and guests must comply with parking regulations in Section _____, including seasonal on-street and off-street parking regulations.

K. Noise Standards.

For short-term rentals, owner and guests shall follow Section _____ regarding noise and any outdoor amplified sound that can readily be heard by surrounding property owners shall be prohibited between the hours of 10:00 p.m. and 7:00 a.m.

L. Posted Notice.

Owner shall post within the dwelling unit, notice of all use restrictions as set forth in this Section.

M. Disorderly Conduct Prohibited.

Disorderly conduct is prohibited on all permitted premises. It shall be the responsibility of the owner to ensure that all tenants occupying the permitted premises and their guests conduct themselves in such a manner as not to cause the permitted premises to be disorderly. For purposes of this Section, disorderly conduct refers to any disorderly conduct violation under Minnesota Statutes or the _____'s Code.

N. Permit Revocation.

Every short-term rental permit is subject to revocation for violations of this Section or any other provision of Minnesota Statutes or the _____'s Code.

O. Violations.

Violations of this Section shall be reported to the Clerk and/or Police Department who shall review the violation and provide written notice to the permit holder of the violation and any necessary remedial actions.

P. Revocation.

If a permit holder fails to correct a violation or receives three (3) violations within any twelve (12)-month period, the Police Department shall revoke the permit. The Clerk and/or Police Department shall provide written notice to the owner and any registered agent of the revocation. The notice shall inform the owner and agent of the right to appeal the decision to the _____.

Q. Appeal.

A permit holder aggrieved by the revocation of a short-term rental permit may appeal to the _____. Such appeal shall be taken by filing with the Clerk within ten (10) days after date of issuance of the written revocation notice, a written statement requesting a hearing before the _____ and setting forth fully the grounds for the appeal. A hearing shall be held within thirty (30) days of receipt of the request. Notice of the hearing shall be given by the Clerk in writing, setting forth the time and place of the hearing. Such notice shall be mailed, postage prepaid, to the permit holder at his/her last known address at least five (5) days prior to the date set for hearing.

R. Effect of Revocation.

If a short-term rental permit is revoked, it shall be unlawful for anyone to thereafter allow any new short-term rental occupancies of the dwelling unit until such time as a valid short-term rental permit is issued by the _____. No person who has had a permit revoked under this Section shall be issued a short-term rental permit for one year from the date of revocation.

S. Violation.

Any person who undertakes or allows any violation of this Section shall be guilty of a misdemeanor.

On-Going Work Report

Property Owner	Property Address	On-Going Work	Contact Info	Status
Cary & Stacy Deason	11171 Town Hall Street	Property has a shoreland violation where trees were removed on a bluff. The trees have been replaced, and semi-annual inspections are needed. The next inspection should happen in December.	caryldeason@gmail.com	
Brendan Reese	56090585	This parcel needs follow up on unpermitted structure and possibly people living in a tent. I have been in contact with the property owner, but another letter is needed with a timeline.	gto651107@gmail.com	
Safari North	8493 State Highway 371	The Vogels attended the September meeting and asked to extend their permitted closing time of 9 pm tol 10 pm on Fridays and Saturdays through October, as well as Halloween this year. The PC approved this for one year, and asked that the Vogels attend a Planning Commission after October to discuss whether or not this is going to be a permanent event.	safarinorth@yahoo.com	
Jackson, Colleen	56270517	This parcel had a violation of unpermitted structures and people living in campers. The violation was resolved, but there was some movement on the property as of September	218-251-3983	
Ream, Mary	6749 Wetherbee Road	Ongoing violation that has not been resolved. Brad intends on conducting an inspection		
North Central Speedway	56160586	There have been multiple complaints about camping, noise, and the possibility of sewage being dumped on this parcel. There is a CUP in place. The PC decided at the September meeting that an annual inspection of the property should be done.		
Jacob Anderson/Jennifer Schuety	6850 Wels Avenue	Ongoing violation of unpermitted structure and a nonconforming septic. The house cannot be habitated until a new septic is installed. There is an approved design and permit for the septic. Jacob Anderson is not an owner on the property but was the occupant of the home.	jenni2063@hotmail.com	
Schlangen septic designs	11454 Greenwood Street	I've got one design from Jamie Doble and one revision from LouAnn Maschler. Both approved. Not sure what's going on there. They already have a septic permit.	Emails sent to Sue.	
Owned Storage 371 / Battalion Holdings LLC	8624 50th Avenue	First 5 buildings have been applied for (10/14/22).	Email from Sue. Permit Sent on 10/15/22	Complete
Fredrick Lewis	9254 Lone Oak Road	Expired Building Permit. Spoke with and emailed on 10/31/22. Waiting on an updated applicaiton and will release a permit card for an addional year.	tcsolutionsusa@gmail.com	Complete
Stan Mattern	8747 Wetherbee	Working without a permit. Stated on 11/2/22 that his builder pulled the permit. Total fee for Accessory is \$300	Email and call to Stan on 11/2/22. 320.360.1101 / Left VM on 12/6/22 Letter sent on 1/2/23	
Nikolas Logelin	5880 Sweet Road	Looking to construct an add-on to current home. Same layout as current and rent out the other half. Sent email for items needed on 12/3/22.	Emailed Nick on 12/3/22	
Doug Kloss	ID# 56170580 9152 50th Avenue	Septic Permit questions for a potential remodel/addition. Cell #: 320.630.7099.	Left VM on 12/4/22	
Dan with Guarentee Realty	11298 Town Hall St/Rd	Septic Information Request	Left VM on 12/5/22 and 12/6/22	
Wetherbee Subdivision	Wetherbee Road	Lot Split of 5 Parcels. KLD is doing the Survey Work. As of 12/8/22 - need subdivision application. Submitted COC to Jim Kramer and Crow Wing County for confirmation of documents needed. 218-828-1975. Application Received on 12/8/22.	Spoke with Jim Kramer on 12/8/22 and Carry Schuety on 12/8/22.	Complete
Kay Johnson Subdivision	Wetherbee Road SW	Sent information to Chad Conner with Widseth. Sent forms and list of items needed. 12/6/22.	Email sent on 12/6/22 Follow up email sent on 12/16/22	In Progress
Cary & Stacy Deason	Business 371	Follow up email sent for application for lot split and hoop building permit application	Email sent 12/6/22 Follow up email sent on 12/16/22 Letter sent on 1/2/23	
Darlene and Ronald Strange	9833 Forest Heights Drive	Went to County for a Lot Split. Did not submit with CWT. Spoke with kelly with CWC on 12/22/22. Sent Darlene Strange an email with instructions and Lot Split Application on 12/22/22. Spoke with Darlene and her son on 12/22/22 per their application. Darlene's Number - 218.829.3897. Her son Robert (?) 218.838.5075. Parcel #: 56130572.	Email sent on12/22/22. Call with her as well.	
Randy Ryan	60th Street	New residential home proposed. Wetlands were reviewed, but need to be confirmed when installing the driveway.	Mulitple emails in February 2023.	In Progress
Charllie Tindell	8755 County Rd 123	30'x40' Shop with 12ft leanto. Winter App Submitted. Need Compliance SSTS Form by June 1st. Proposed to build on property lines. Proposed to either do a lot combination or find a new location for the building.	Emails sendt to Charlie on 3/26/23	In Progress