CROW WING TOWNSHIP PLANNING AND ZONING COMMISSION AGENDA

August 7, 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. June 5, 2023
- 7. New Business
 - a. Complaint -
- 8. Old Business
 - a. Outstanding Violation
- 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 June 5, 2023, 6:00 PM

Commission Members Present: Brad Arnold (Chair), and Commissioners Dan Lee, Linda Schuety, David Nelson, Paul Stephany (Township Board Supervisor), Scott Saehr (Planning and Zoning Administrator) & Sue Kern (Township Clerk). Brad called the meeting to order at 6:00 PM and the Pledge of Allegiance was recited.

Public Hearings: Short Term Rental Ordinance Adoption: The public hearing was published in the Brainerd Dispatch, posted at the Town Hall and Crow Wing Township Official website and at the Wild Rice Depot bulletin board. Two residents were in attendance. The short-term rental ordinance has been discussed at length by the Commissioners and the Town Board previously. It was noted that this acceptance to have the County administer short term rentals would be the simplest and most cost effective. Crow Wing County will administer and handle fees for any short-term rentals. The agreement will be in effect until December 31, 2023, and renewable yearly if the Commission and Board approve to do so. Residents wanting to have a short-term rental will contact Crow Wing County. Our website will refer residents to the county. There was no public input or concern. Paul made the motion to approve the Short-Term Rental Ordinance as presented. David seconded the motion. Motion carried 5-0. The matter will be brought forward to the Township Board for final approval.

Additions or Deletions to Agenda: Brad added discussion regarding removing roof fees from the Fee Schedule because roofing is not an inspected item and minor subdivision fee discussion.

Approval of Minutes: The May 1, 2023, meeting minutes were reviewed. Dan made the motion to approve the minutes as written. Linda seconded the motion. No discussion. Motion passed 5-0.

New Business: Short Term Rental Ordinance: There was nothing further to add to the discussion. The public hearing brought no concerns.

Ordinance Violations: A written violation for 10207 Heron Street for David and Lisa Gerhardt was discussed. Because there is a written complaint, the Commission is bound to react and respond. There is confusion regarding the road and possible road work and snowplow issues. There is a collection of vehicles, appliances, and other refuse. The resident was asked to attend the meeting, call Brad or Doug, or attend the Town Board meeting. There has been no response. Scott will follow up with a letter.

There is a conflict between Tom Anderson and Bob Voss regarding possible dumping of chemicals which is not a Planning and Zoning jurisdiction. Brad will follow up, but he really does not have authority to the matter.

Old Business: Minor Subdivision and Metes and Bound Fees: Fees were discussed at length. The application does not usually cover the costs specifically when a survey is needed. The County is no longer going to cover the fees for the Township. The possibility of increasing the application fee and/or a change in verbiage for pass-through fee to the applicant to cover the survey costs themselves was discussed. Dan made a motion to support a change in the minor subdivision language in metes and bounds for costs incurred for a pass-through cost to the applicant for surveys as needed to be billed at actual cost to complete. Linda seconded the motion. Survey costs vary depending on who is doing the work. The base cost of the application would remain the same and more information will be collected

by Scott to determine if money is being lost. That fee could be increased next year when fees are reviewed at year end. Motion carried 5-0.

P&Z Administrator's Report: It has been busy. There have already been 20 permits and 4 subdivisions. There were 25 permits all year the year before. All of Scott's reports were reviewed. There have been a few hiccups in the process but there have been no complaints. The on-going work report was discussed.

It was noted there is one camper on the Colleen Jackson property that was in violation last year. The property will be monitored.

It was noted that the trees along the river on the Deason property need to be checked for viability. Scott will send a memo to the residents that someone from the Planning Commission will be checking on the trees.

Town Board Correspondence: None.

Adjournment: Linda made the motion to adjourn. Dan seconded the motion. No discussion. Motion carried 5-0. The meeting adjourned at 6:59 pm.

Crow Wing Township Citizen Complaint Form

Notice under the Minnesota Government Data Practices Act: Crow Wing Township collects your personal information on this form to help investigate the complaint and inform you of the results. The data from this form will be used by the Township clerk or the person who is investigating the complaint on behalf of the Township. You are not required to provide any personal information including your name, phone number and/or address, but this may prevent the Township from informing you of the results. Your name and personal information are classified as "confidential data" and will not be made public in accordance with MN Statute 13.44, subdivision 1 and MN Statute 13.02, subdivision 3.

Name: JOHN SCHOMMER Phone: 218-858-1299
Address: 9517 Forest Heights Drive, Brainerd, MN 56401 Please indicate below your complaint or concern: My neighbor, Lyle Juaire 9507 Forest Heights Drive, Brainerd, MN 56401 has an extreme amount of garbage piling up including household items such as a Kitchen table troughent his yard, vehicles that are unliversed, his grass has not been mowed all summer and the other smaller garbage blows out of his yard and into the trad a surrounding properties. I have talked to Lyle but haven't been able to get him to clean up the junk. Thank your Signature of Complainant: Date: 7-3-33 I understand the complaint and my name is public data unless it concerns a violation of law relating to the use of real property or is otherwise protected by the Minnesota Data Practices Act.
Office Use Only Date Received: Resolved: YES NO Pending: YES NO Action Taken:
Date of Response to Complainant: Date Given to Township Board:

THIS FORM MAY BE SUBMITTED TO THE TOWNSHIP BY:

- Mail: Town Clerk, 11039 Greenwood St., Brainerd, MN 56401
 - Email: crowwingtownship@gmail.com
- Delivery by hand: Crow Wing Town Hall- 6930 Cuyuna Ave
- Delivery to any Town Board or Planning Commission Member

CROW WING TOWNSHIP 6930 Cuyuna Avenue Brainerd, MN 56401 (218) 822-3985

July 5, 2023

Lyle Juaire 9507 Forest Heights Drive Brainerd, MN 56401

Dear Mr. Juaire,

Crow Wing Township has been made aware of possible violations regarding miscellaneous refuse/debris, non-operating vehicles, and overgrown grass located on your property at 9507 Forest Heights Drive.

Per the Township Land Use Ordinance, exterior storage of items including miscellaneous refuse/debris, are required to be stored in an enclosed building and/or removed from the property. Also, non-operating vehicles parked or stored on a property for more than 120 days are in violation.

You are encouraged to attend the Planning Commission meeting and discuss these issues further on August 6, 2023 at 6PM. The Commission will review and determine if your property is in violation at that time.

If determined in violation, the miscellaneous items identified above from your property and the non-operating vehicles will need to be removed by **August 31**, **2023**.

If you have any questions, please contact Crow Wing Township's contracted Zoning Administrator, Scott at scott.saehr@saehrco.com.

Crow Wing Township Planning Commission

2023 Permits

Permit #	Date Received	Date Approved	PID #	Last Name	First Name	Commercial Name	Address	Description	SSTS	Fee	Hours	Zoning District	Payment
01-23	1/16/2023	2/9/2023	54032340	Ryan	Randy	N/A	5264 60th Street (New)	Residential structure with 40'x80' garage/shop area and 30'x40' living area	Х	\$1,250.00	1.00	Residential / Agriculture	\$1,250 Check #8853
02-23	2/19/2023	2/21/2023	56290506	Hoffmann	Louis	N/A	7343 Wetherbee Road	Cold Storage Addition to Residential Property	Х	\$250.00	0.50	Residential / Agriculture	\$250 (Check # 14016 and 14003)
03-23	3/16/2023	4/24/2023	56230531	Holst	Derek	DHC Of Lakes Area	8864 St Mathias Road	Residential SF with 2110 sqft house and 742 sqft garage	Х	\$950.00	1.00	Residential / Agriculture	\$950 (Check #3651)
04-23	3/25/2023	3/25/2023	56119001	Lenneman	Mike	N/A	9670 Black Bear Circle	12'x24' Stoarge/Accessory Building	Х	\$125.00	0.50	Residential R-1	\$125 (Check #7945)
05-23	3/26/2023	4/5/2023	56110560/56110562	Tindell	Charlie	N/A	8755 County Road 123	30'x40' with 12'x40' Leanto	Х	\$300.00	0.50	Residential R-2.5/Agriculture	\$300 (Cash to Sue)
06-23	3/30/2023	3/30/2023	56200529	Christensen	Allen	Options Exteriors	8785 Business 371	Reroofing Permit	Х	\$75.00	0.50	Rural Residential 2.5	\$75 (Check #1732)
07-23	4/7/2023	4/10/2023	56200512	Gfroerer	Clinton	N/A	8296 50th Avenue	20'x25' Steel Storage Shed, 10' high	Х	\$175.00	0.50	Residential / Agriculture	\$175 (Check #399)
08-23	4/14/2023	4/14/2023	56110576	Rieke	Gavin	N/A	10002 St Mathias Rd	32' x 32' Deck	Х	\$300.00	0.50	Rural Residential 2.5	\$300 (Check #2649)
09-23	4/17/2023	4/18/2023	54020140	Mattern	Stan	N/A	8747 Wetherbee Road	32' x 40' Deck with 12' walls	Х	\$300.00	0.50	Residential / Agriculture	\$300 (Check #1006)
10-23	4/21/2023	4/24/2023	56130513	Kuseske	Jerry	N/A	9151 Black Bear Trail	14' x 18' Deck (100 sqft replacement reduced cost)	Х	\$100.00	0.50	Residential	\$100 (Check #5414)
11-23	4/27/2023	5/1/2023	54017420	Czech	Jerry	N/A	5533 Erin Road	20' x 24' Garage Salb on Grade (SSTS Install in 2018)	Х	\$175.00	0.50	Rural Residential 2.5	\$175 (Check #3105)
12-23	5/5/2023	5/8/2023	56150558	Pierzinski	Carol	N/A	9919 ravenswood Road	12' x 24' Deck Addition (replaced roughly 100sqft)	Х	\$100.00	0.50	Rural Residential 2.5	\$75 (check #) (Check #5563 - \$25 paid with App)
13-23	5/11/2023	5/11/2023	56100561	Shequen	Jennifer	N/A	7391 Shequen Drive	Installation of new storage shed (10' x 20')	Х	\$100.00	0.75	Rural Residential 2.5	\$100 (Check # 2032)
14-23	5/12/2023	5/18/2023	560100546	Deason	Cary	N/A	10374 Business 371	Hoop Structure	Х	\$400.00	1.00	Commercial	\$400 (Check #32448)
15-23	5/15/2023	5/16/2023	56100503	Comeau	Maryls	N/A	7339 Hunter Cricle	36' x 20' Addition to House	Х	\$250.00	1.00	Rural Residential 2.5	\$250 (Check #2263)
16-23	5/9/2023	5/16/2023	56128003	Logelin	Nikolas	N/A	5880 Sweet Road	30' 70' House with attached garage	Х	\$950.00	1.00	Rural Residential 2.5	\$950 (Check #146962)
17-23	5/11/2023	5/24/2023	56190507	Vogel	Kevin	Safari North	8493 Highway 371	48' x 72' x 12' Live Stock Barn with Dirt Floor	Х	\$500.00	1.00	Residential / Agriculture	\$500 (Check # 3865)
18-23	5/18/2023	5/18/2023	56160512	Olson	John & Cathy	N/A	9182 Estate Circle	24' x 44' Deck and 30' x 70' Garage	Х	\$500.00	1.00	Residential	\$500 (Check # 2034)
19-23	5/17/2023	5/31/2023	54017440	Olson	John	CO-JO Capital	9171 Wetherbee Road	20' x 135' Addition to Commercial Structure	Х	\$500.00	1.00	Commercial	
20-23	6/12/2023	6/12/2023	54022410	Quick	Terry & Nacy	N/A	8277 St. Mathias Road	10' x 17' + 6' x 28' Decks on Current Structure	Х	\$125.00	0.75	Residential / Agriculture	\$125 (Check #18825)
21-23	6/12/2023	6/12/2023	56160512	Olson	John & Cathy	N/A	9182 Estate Circle	8' x 19' Deck	Х	\$0.00	0.50	Residential	No Fee - Paid on Check #2034
22-23	6/12/2023	6/12/2023	56200564	Patrick	Steinhauser	Battalion Holdings	8624 50th Ave	30' x 48' Storage Structure	Х	\$400.00	0.50	Commercial 2	\$400 (Check #43)
23-23	6/14/2023	6/14/2023	56120001	Springer	Greg	N/A	4941 Riverwood Circle	24' x 30' Storage Garage	Х	\$250.00	0.75	Rural Residential 2.5	\$250 (Check #3271)
24-23	6/12/2023	6/19/2023	56250518	Young/Long	Cameron/Ashley	N/A	N/A County Road 45	40' x 40' House/Living Space with 40' x 60' Storage Garage	Х	\$800.00	1.00	Residential / Agriculture	\$800 (Check #102)
25-23	6/14/2023	6/26/2023	56030505	Larson	Heath	N/A	11259 Town Hall Street	40' x 80' AND 30' x 30 Garage Structure	Х	\$500.00	1.00	Residential	\$500 (Check 249)
26-23	6/20/2023	6/24/2023	56360503	Pickar	Adam	N/A	6281 County Road 45	42' x 88' Residential Structure	Х	\$1,000.00	1.00	Residential / Agriculture	\$1000 (Check #5727)
27-23	7/2/2023	7/5/2023	56110592	Brown	Austin	N/A	10548 St Mathias Rd	10' x 20' Deck	Х	\$125.00	0.50	Residential / Agriculture	\$125 (Check #214)
28-23	7/10/2023		56020525	Kern	Doug	N/A	11039 Greenwood Street	10' x 20' Lean-to Additon	Х	\$125.00	0.50	Rural Residential 2.5	\$125 (Check #5674)
29-23	7/27/2023	7/27/2023	56200527	Simonet	Braden	N/A	5234 Sweet Road	32' x 64' Storage Shed	Х	\$500.00	1.00	Residential /AgricIture	
30-23													

2023 Subdivisions

Permit #	Date Received	Date Approved	PID#	Last Name	First Name	Commercial Name	Address	Description	Fee	Zoning District	Payment
01-23	3/14/2023	3/30/2023	56170562	Johnson	Kay	N/A	9171 Wetherbee Road	Lot split form 11 acre Commercial 2 lot to a 5 acre and 6 acre lot.	\$250.00	Commercial 2	\$250 (Check #41530)
02-23	3/29/2023	4/3/2023	56110560, 56110562	Tindell	Charles	N/A	8755 County Road 123	Lot Combination of two lots into one for a new building site	\$125.00	Residential	\$125 (Cash to Sue)
03-23	4/17/2023	5/18/2023	56130572	Strange	Tom & Darlene	N/A	9833 Forest Heights Drive	Lot Split with Easement	\$150.00	Agricultural/Forestry	\$150 (Check #7146)
04-23	5/12/2023	5/12/2023	56100546	Ostrowski	Greg	N/A	10374 Business 371	Lot Split / Minor Subdivision	\$150.00	Commercial 2	\$150 (Check #32448)
05-23	6/8/2023	6/8/2023	56110511	Ladin	Jordan	N/A	8932 Sand Creek Circle	Lot Line Adjustment	\$150.00	Ag. Forestry	\$150 (Check #2388)
06-23											

New SSTS Installations

Permit #	Approval Date	Address	First Name	Last Name	Commercial Builder Name	New or Replacement	Type of System	# of Tanks	Fee	Application Received	Review Approval	Installer	License #	Payment	Notes	Installation Date
SSTS01-23	1/19/2023	5264 60th Street	Randy	Ryan	N/A	New	Mound	2	\$200.00	Х	Х	Randy DeRosier	877	\$200 (Check #1925)		7/20/2023
SSTS02-23	5/5/2023	8605 County Road 123	Galen	Booth	N/A	New	Mound	2	\$200.00		Х	Raini Kohl	L4197			
SSTS03-23	5/8/2023	5880 Sweet Road	Nikolas	Logelin	N/A	New	Mound	1 - 1,500/500	\$200.00	X	Х	Dales Excavating	L877	\$200 (Check #146962)		
SSTS04-23	5/10/2023	10242 Robin Street	Richard	Nelson	N/A	New/Trench	Trench/Pressure Bed	1 - 1500	\$200.00	X	Х	Raini Kohl	L4197	\$200 (Check #16588)	Completed by Kohls Concepts	6/27/2023
SSTS05-23	4/11/2023	8864 St. Mathias Road	Derek	Holst	DHC of Lakes Area	New	At grade	2-1500/750	\$200.00	X	Х	Phil Bejerga	2053	\$200 (Check #3651)	Paid with Zoning Permit	
SSTS06-23	5/11/2023	7391 Shequen Drive	Jennifer	Shequen	N/A	New	Trench/Pressure Bed	1 - 1500	\$200.00	Х	X	Raini Kohl	L4197	\$200 (Check # 2032)		5/22/2023
SSTS07-23	5/31/2023	8296 50th Avenue	Clinton	Gfroerer	N/A	New	Trench/Pressure Bed	1 - 1500	\$200.00	X	Х	Raini Kohl	L4197	\$200 (Check #402)	Kohl Concepts / Replaced Tank	7/11/2023
SSTS08-23	6/5/2023	8821 St. Mathias Road	Barbara	Weise	N/A	New	Mound	2250/450	\$200.00	X	Х	Pat Bartel	2880	\$200 (Check #3327)	Brian is the Son who now owns the property	6/6/2023
SSTS09-23	6/8/2023	6281 County Road 45	Adam	Pickar	N/A	New	Mound	2250/450	\$200.00	Х	X	Raini Kohl	L4197	\$200 (Check #5725	Raini did the desing / Joel Johnosn Completing the Installation	
SSTS10-23	6/15/2023	N/A	Ashley	Long	N/A	New	Mound	2250/450	\$200.00	X	Х	G&S Excavating LLC	2450	\$200 (Check #102)	Cameron Young Property / Contract for Deed	
SSTS11-23																
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Compliance Inspections

PID	Address	First Name	Last Name	Septic Inspector	Date Received	Pass or Fail
56100561	7391 Shequen Drive	Brandon	Sand	Raini Kohl	5/2/2023	Pass
56110560	8755 County Road 123	Charlie	Tindell	Raini Kohl	5/2/2023	Pass
56200512	8296 50th Avenue	Clinton	Gfroerer	LouAnn Maschler	5/12/2023	Fail
56130572	9833 Forest Heights Drive	Darlene	Strange	Martin Joyce	5/15/2023	Pass
56150576	7099 Lone Oak	Erik	Hendrickson	LouAnn Maschler	5/16/2023	Pass
56180503	9164 Golden Oaks Drive	Chad	Merriam	LouAnn Maschler	5/16/2023	Pass
56120001	4941 Riverwood Circle	Greg	Springer	Brummer Septic LLC	6/9/2023	Pass
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On-Going Work Report

Property Owner	Property Address	On-Going Work	Contact Info and Notes		Status
		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. Emailed Stacy and Cary to scheulde an inspection			
Cary & Stacy Deason	11171 Town Hall Street	on 6/8/23. Requested to have them contact Brad Arnold to set a time for the inspection.	caryldeason@gmail.com		
cary & Stacy Deason	11171 TOWN Than Street	This parcel needs follow up on unpermitted structure and possibly people living in a tent. I have been in contact with the	<u>carytacason@gman.com</u>		+
Brendan Reese	56090585	property owner, but another letter is needed with a timeline.	gto651107@gmail.com		
J. C. Garage	3003033	property owner, sectioned the content of the conten	<u> </u>		+
1		The Vogels attended the September meeting and asked to extend their permitted closing time of 9 pm tool 10 pm on			
		Fridays and Saturdays through October, as well as Halloween this year. The PC approved this for one year, and asked that			
Safari North	8493 State Highway 371	the Vogels attend a Planning Commission after October to discuss whether or not this is going to be a permanent event.	safarinorth@yahoo.com		
		This parcel had a violation of unpermitted structures and people living in campers. The violation was resolved, but there			
Jackson, Colleen	56270517	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			
		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			
North Central Speedway	56160586	done.			
		Ongoing violation of unpermitted structure and a nonconforming septic. The house cannot be habituated 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	;		
Jacob Anderson/Jennifer Schuety	6850 Wels Avenue	the occupant of the home.	jenni2063@hotmail.com		
		I've got one design from Jamie Doble and one revision from LouAnn Maschler. Both approved. Not sure what's going on			
Schlangen septic designs	11454 Greenwood Street	there. They already have a septic permit.		Emails to Sue	
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	
Randy Ryan	60th Street	New residential home proposed. Wetlands were reviewed, but need to be confirmed when installing the driveway.		Emails in Feburary	In Progress
		Refuse and several non-running cars located on property. Neighbor complaint submitted on 4/24/23. Had discussion with			
		full planning commission meeting in June. Brad directed P&Z to send a letter and to include his contact information. Letter			
Lisa Gerhardt	10207 Heron Street	included inviting Lisa to attend a meeting. Sent letter with Sue on 6/12/23. Certified letter.		Mailing to 15 Jessica Street	In Progress
				Submitted to Township and sent to Brad Arnold on 7/3/23 for	
Lyle Juaire	9507 Forest Heights Dr	Grabage and non-running vehilces on property.		review. Letter sent on 7/5/23.	In Progress