
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 Saeher (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 Juairc 9507 Forest Heights Drive, Brainerd, MN 56401 has an extreme amount of garbage piling up including household items such as a kitchen table throughout his yard, vehicles that are unlicensed, his grass has not been mowed all summer and the other smaller garbage blows out of his yard and into the road & surrounding properties. I have talked to Lyle but haven't been able to get him to clean up the junk. Thank you.

Signature of Complainant: _____

Date: 7-3-23

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: 7/3/23 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.saeher@saeherco.com.

Crow Wing Township
Planning Commission

On-Going Work Report

Property Owner	Property Address	On-Going Work	Contact Info and Notes		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. Emailed Stacy and Cary to scheulde an inspection on 6/8/23. Requested to have them contact Brad Arnold to set a time for the inspeciton.	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 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 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 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 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 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
Lisa Gerhardt	10207 Heron Street	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 included inviting Lisa to attend a meeting. Sent letter with Sue on 6/12/23. Certified letter.		Mailing to 15 Jessica Street	In Progress
Lyle Juaire	9507 Forest Heights Dr	Grabage and non-running vehilces on property.		Submitted to Township and sent to Brad Arnold on 7/3/23 for review. Letter sent on 7/5/23.	In Progress