

Crow Wing Township Planning Commission Meeting December 4, 2023, 6:00 PM

Commission Members Present: Brad Arnold (Chairman), Commissioners Linda Schuety, David Nelson, Paul Stephany (Township Board Supervisor), & Sue Kern (Township Clerk). Dan Lee was absent. 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: Brad added items to the agenda for discussion.

Approval of Minutes: The October 2, 2023, meeting minutes were reviewed. Linda made the motion to approve the minutes as written. David seconded. No discussion. Passed 3-0. Brad abstained as he was not present at that meeting. P&Z did not meet in November due to the lack of an agenda.

Open Forum: None.

Old Business: Outstanding Complaints: Brad pointed out that these matters always come down to neighbor's concerns and property owner's rights. Brad stated he received a lengthy phone call which was friendly and responsive from **Marv Niesen** on Wilson School Drive regarding his violation. He is cooperative but progress may be slow.

Gerhardt @ 10207 Heron: Brad has talked to these residents. They are responsive and cooperative. No legal action is needed and will be monitored. Gerhardt's have pending questions with the Township and County regarding road vacations. Brad will follow up.

Lyle Juare (9507 Forest Heights): Dan Lee did an inspection on November 6th and reported that no progress has been made. They had agreed to address the issues but there has been no progress. This property will remain on the violation list and legal action and fees may be needed. It will be followed up.

Jackson property: Brad has heard nothing but will follow up with the Town Board next week.

Troy Hanson on Wels Avenue: The camper and outbuilding have permits. Brad and Scott have talked to him, and he is cooperative and responsive.

New Business: The 2024 calendar was reviewed. It is noted there are two Tuesday's instead of Monday's due to holidays. The calendar will be posted on the website.

Brad stated permitting and zoning has gone quiet after an all-time high during 2023. Brad purchased a new 2023 Township plat book, and the PZ Commission reviewed it.

Brad reviewed the permitting and payment process with the Commission as there are two people who have not paid for their permits yet. The matter will be investigated, and they will be contacted.

In the October 2nd minutes, fees were discussed specifically regarding the \$100 administrative fee for metes and bounds. Brad explained that rate is for the base administrative fee but in some cases, it is

much more complicated, time consuming and surveys are needed, and the extra actual costs are to be paid by the applicant. The rate will be variable based on the actual cost.

Violation Fees: Brad gave a history of processes that were previously used. The fees for current violations were discussed. The fees could be cumulative and added to the property taxes. The intent is not to penalize but to get properties cleaned up. The fee could be waived when the property owner is being cooperative and responsive and working toward cleaning the property in an appropriate timeline. A fee schedule of violations and timelines were discussed.

P&Z Administrator's Report: The information was not legible, and Brad will talk to Scott regarding the font/size and possibly putting something on the website.

Town Board Correspondence: None.

Brad mentioned the need for another fireproof file cabinet for the records in the office and would like the Town Board to consider getting an additional fireproof file cabinet or to scan all the information on to a hard drive.

Adjournment: Linda made a motion to adjourn. David seconded. No discussion. Motion carried 4-0. The meeting adjourned at 7:16 pm.