

## **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 two residents 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.