
CROW WING TOWNSHIP
PLANNING AND ZONING COMMISSION

AGENDA

Monday May 6th, 2024 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. April 1, 2023
 - b. June 5, 2023 – Edits per Brad and Sue
7. Old Business
 - a. Outstanding Complaints
 - b. Complaint Process / Letter Review
 - c. Guest Cottage / Dwelling Options
8. New Business
 - a. Second Dwelling Discussion
 - b. Doug Schieffer Proposed Plat
 - c. Open Permits
 - d. Crow Wing County Ordinance Amendments - Update
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 April 1, 2024, 6:00 PM

Commission Members Present: Brad Arnold (Chairman), Commissioners Linda Schuety, David Nelson, Dan Lee, Paul Stephany (Township Board Supervisor), & Sue Kern (Township Clerk). Scott Saehr, Planning and Zoning Consultant, was not present. Brad called the meeting to order at 6:00 PM and the Pledge of Allegiance was recited.

A resident was present and filed a complaint on 9816 Arielle Drive. Chad Jillson is the property owner. The matter was discussed at length and Brad will try to contact the landowner, send a letter, and possibly contact law enforcement.

Public Hearings: None.

Additions or Deletions to Agenda: Paul wanted violation fees discussed during the complaint process.

Approval of Minutes: Dan made a motion to approve the minutes as written from February 5, 2024, with a correction on a resident's name. Linda seconded the motion. No discussion. Motion carried 5-0. The Planning Commission did not meet in March.

Open Forum: None.

Old Business: Outstanding Complaints: Jackson Property: Brad noted they put in gate posts and a chain with a lock. They posted a sign stating private property/no trespassing. The rubble was not taken care of, but they were given until April 15th. The clerk was instructed to write a letter reminding the owners of an inspection for April 15th. **Lyle Juare Property:** Dan had talked to the daughter, and she stated the owner had no intentions of cleaning up the property. The clerk was instructed to send a letter to the owners to have an inspection on Thursday, May 2nd. **Gerhardt Property:** Brad stated this was more of a dispute between neighbors. **Niesen Property:** Brad will meet and talk with the owner. **Chad Jillson:** A new complaint was filed at tonight's meeting.

Complaint Process: There has been a transition in Planning and Zoning Administration and a new Town Board, and the Planning Commission reviewed the process. The starting point is that a complaint form is completed and turned in. The Planning Commission reacts to the complaint with letters and meetings with the landowner to discuss a plan of action and expectations with a timeline. The landowners are informed of options and the potential for penalties. The land is reinspected for details of progress. The hope is that there is cooperation and the matter be resolved. There can be penalties, monthly fines, inspection fees and mileage payment reimbursement to the Planning Commission. The violation fee is \$50 per person for the members of the Planning Commission. Fees can be applied to the landowner's property tax. The Town Board can mandate a clean up and the expense will go to the landowner. It was decided that two PZ Commissioners will go together for inspections.

New Business: Crow Wing County Ordinance Amendments – Update: The County is working on their comprehensive plan and ordinance language is being discussed. The Commission was encouraged to read the changes being proposed on their website before the language is finalized. **Current Township Ordinance Discussion:** Article 43 Tower Facility Standards were discussed. Guest Cottage / Dwelling Options were discussed. No action was taken. The Planning Commission was reminded to attend the **AWAIR Meeting on May 14th @ 5:30.**

P&Z Administrator's Report: The report was reviewed, and some items will be discussed with Scott. **Town Board Correspondence:** None.

Adjournment: David made a motion to adjourn. Dan seconded. No discussion. Motion carried 5-0. The meeting adjourned at 7:40 pm.

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 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.

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

April _____, 2024

XXXXXX
XXXXXX
Brainerd, MN 56401

Dear _____,

Crow Wing Township has been made aware of possible violations regarding miscellaneous junk/debris located on your property at _____ Avenue.

Per the Township Land Use Ordinance, exterior storage of items including miscellaneous junk/debris, are required to be stored in an enclosed building and/or removed from the property.

Per Article 45.9 OTHER JUNK/SALVAGE STANDARDS:

The following are declared to be nuisances affecting public peace and safety and shall not be allowed on any property within Crow Wing Township:

1. Accumulations in the open of discarded or disused machinery, household appliances, automobile bodies, tires, miscellaneous junk, or other material, in a manner conducive to the harboring of mosquitoes, rats, mice, snakes, or vermin, or the rank growth of vegetation among the items so accumulated or in a manner creating fire, health, or other safety hazards from such accumulation.
2. Any abandoned or junk vehicle as defined in Minnesota Statutes.
3. All other conditions or things which are likely to cause or to pose an unreasonable threat of injury to the person or property of anyone.

If work is not complete by June _____, 2024, property owner in violation shall be responsible for a \$100 fine per month until work violation has been resolved.

You are encouraged to attend the Planning Commission meeting and discuss these issues further on May _____, 2024.

If you have any questions,

Crow Wing Township
Planning Commission



36'

Crow Wing County



Scale 1: 900

X: 544309.1902

Y: 153128.0185

- I. Facilities such as ramps or mobility paths for handicapped access to shoreline areas may be allowed, provided that:
 - 1. The department determines that there is no other reasonable way to achieve access, and;
 - 2. The dimensional and performance standards of this section are met, and;
 - 3. The requirements of Minnesota Rules, Chapters 1307 and 134 are met.

11.10 GUEST COTTAGES

A guest cottage may be permitted on a residential lot in the Shoreland District provided that:

- A. It meets all required setbacks.
- B. The maximum impervious surface limits for the lot shall not be exceeded.
- C. The maximum building footprint does not exceed 700 square feet.
- D. Construction complies with all provisions of Articles 28 and 41 of this ordinance.
- E. It does not exceed 15 feet in building height.
- F. It is located or designed to reduce visibility as viewed from public waters and adjacent shorelands by vegetation, topography, increased setbacks or color, assuming summer leaf-on conditions.

11.11 DUPLEX DWELLINGS

A duplex dwelling may be permitted on a residential lot in the Shoreland District provided it meets the following standards:

- A. The lot meets the duplex lot standards in Table 11.1
- B. Each building shall have a conforming sewage treatment and water systems.
- C. Watercraft docking facilities shall be centralized in one location and serve both dwelling units in the building.
- D. The maximum impervious surface limits for the lot are not exceeded.
- E. Construction complies with all provisions of Articles 28 and 41 of this ordinance.

11.12 ACCESSORY STRUCTURES – RESIDENTIAL

- A. The total cumulative area that all residential accessory structures may occupy on a lot and maximum building height shall be as follows:

FOREST LAND CONVERSION

The clear cutting of forested lands to prepare for a new land use other than re-establishment of a subsequent forest stand.

FRONTAGE/BACKAGE ROAD

A local road parallel to and adjacent to a principal or minor arterial, designed to provide direct access to land in lieu of direct access from a principal or minor arterial.

GARBAGE

Discarded material resulting from the handling, processing, storage, preparation, serving and consumption of food.

GROUND WATER

The water contained below the surface of the earth in the saturated zone including and without limitation all waters whether under confined, unconfined or perched conditions in near surface unconsolidated sediment or region or in rock formations deeper underground. The term ground water shall be synonymous with underground water.

GROUP HOUSING

A housing project consisting of a group of three or more buildings or family unit spaces constructed on a parcel of ground of one acre or more in size.

GUEST COTTAGE

A structure used as a dwelling unit that may contain sleeping spaces and kitchen and bathroom facilities in addition to those provided in the primary dwelling unit on a lot.

HAULER

Any person who owns, operates or leases vehicles for the purpose of collection and transportation of junk, salvageable material, appliances, snowmobiles, four-wheelers, garden tractors, automobile parts or automobiles.

HAZARDOUS WASTE

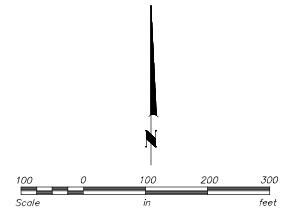
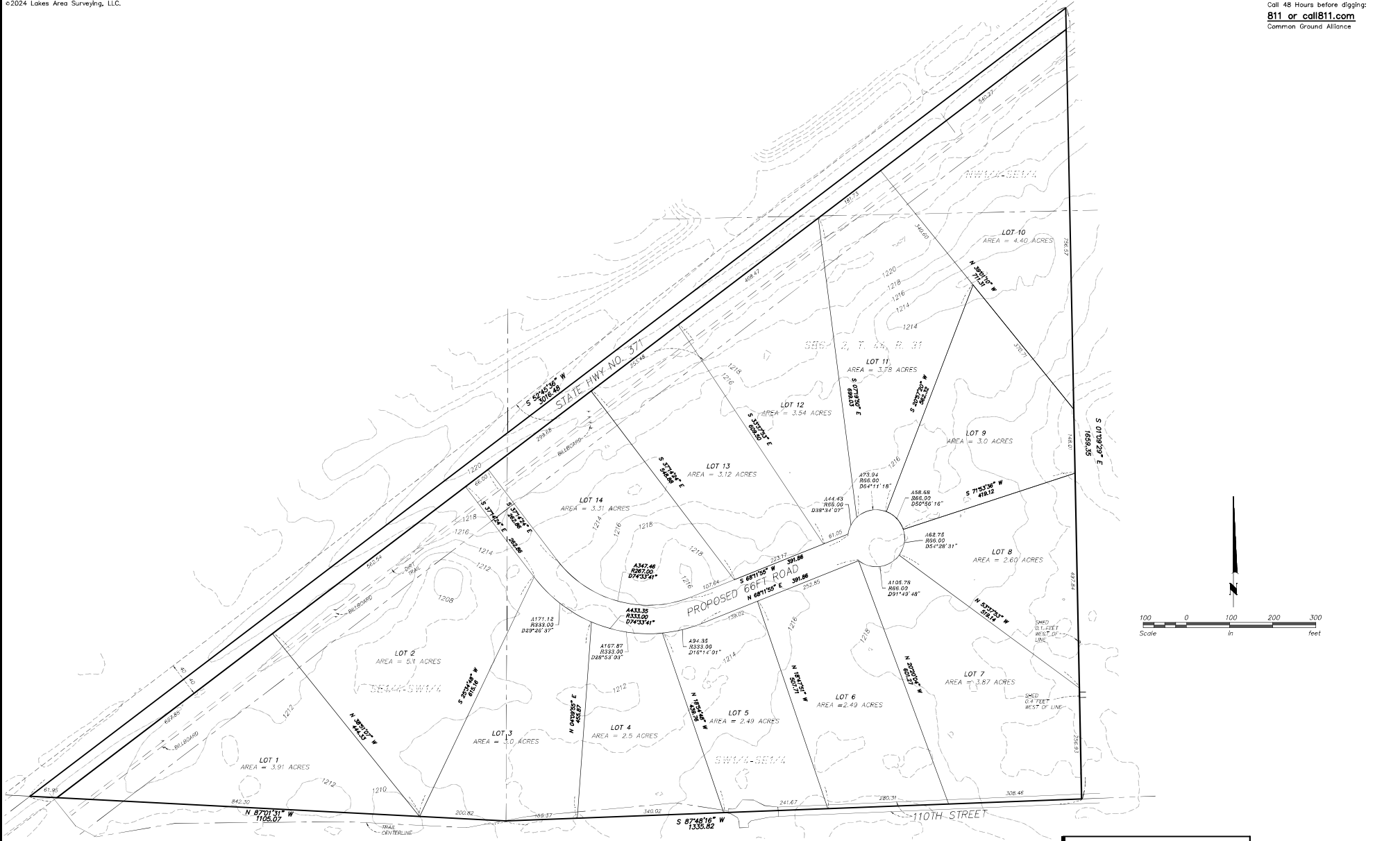
Any refuse, sludge or other waste material or combinations of refuse, sludge or other waste materials in solid, semi solid, liquid or contained gaseous form which because of its quantity, concentration or chemical, physical or infectious characteristics may: a) cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness; or b) pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported or disposed of or otherwise managed. Categories of hazardous waste materials include but are not limited to: explosives, flammables, oxidizers, poisons, irritants and corrosives. Hazardous waste does not include source, special nuclear or by-product material as defined by the Atomic Energy Act of 1954 as amended.

HEIGHT OF BUILDING

The vertical distance between the mean natural grade at the building or ten feet above the lowest ground level, whichever is lower, and the highest point of a flat roof or mean height between the eaves and the ridge for gable, hip, mansard, gambrel, or other pitched or hipped roofs.

HOME BUSINESS

A use of a residential property for commercial use by the inhabitants thereof which may be conducted inside as well as outside the primary residence and shall comply with standards listed in Article 30.2.



Lakes Area SURVEYING
 LLC
 2434 SILEY ROAD, SUITE C
 MINNAPOLIS, MN 55408
 OFFICE (218) 961-0090



I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed LAND SURVEYOR in the State of Minnesota.
 PRELIM
 Paul Herkenhoff
 Date: 3-4-24 License No. 45875

Revisions:	

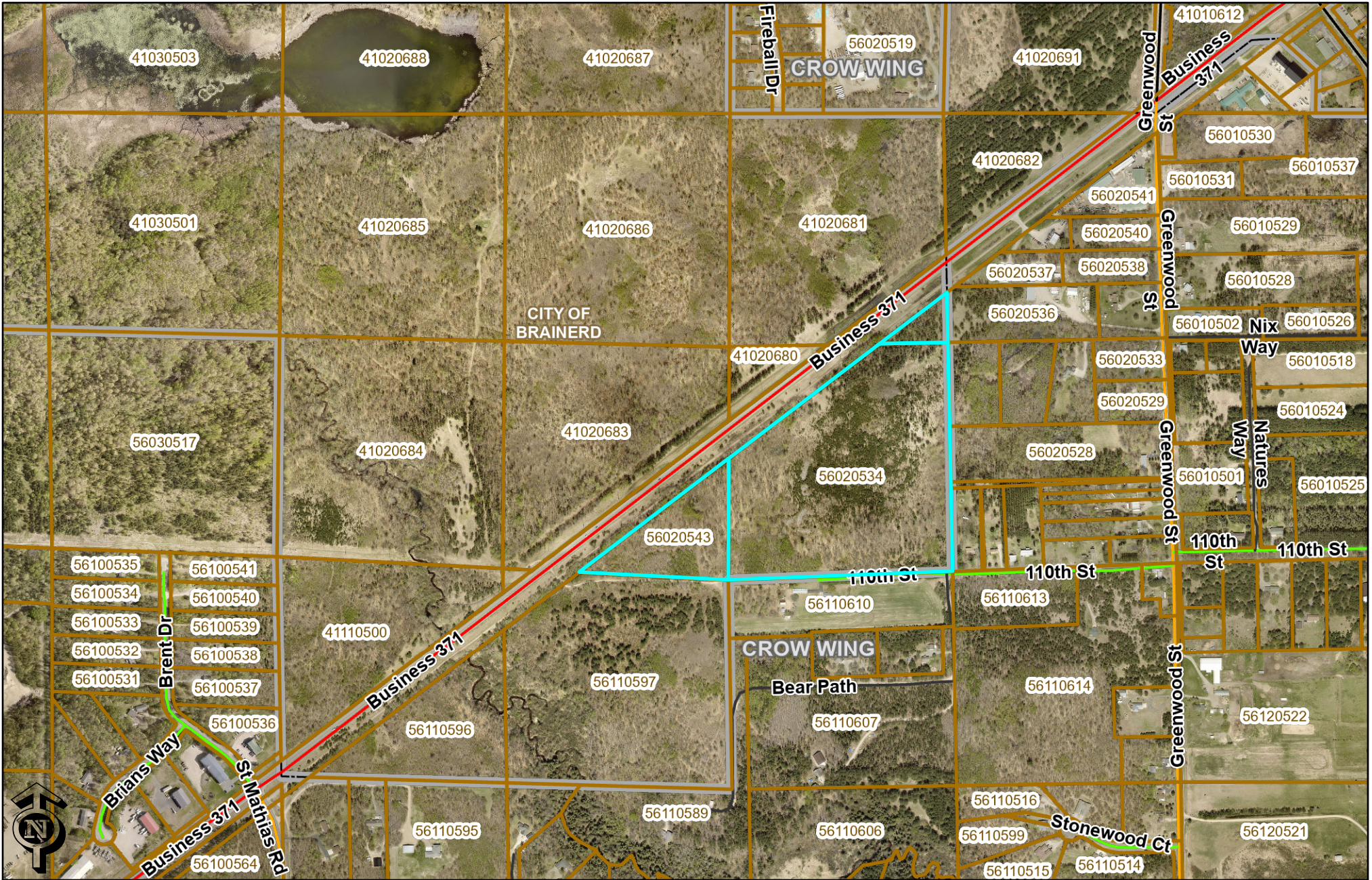
Drawn: EAN
 Checked: TIS
 Plotted: PHH
 Record Drawing by/date:

Prepared for:

Doug Schieffer

Crow Wing Township
 Crow Wing County, Minnesota

PRELIMINARY PLAT



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

schieffer

Date: 4/19/2024 Time: 9:42 AM

