

# SHERBURNE C O U N T Y



*Sherburne County  
Planning Advisory Commission Meeting Minutes  
March 16, 2023  
6:00pm*

The Sherburne County Planning Advisory Committee met in the Board Room at the Sherburne County Government Center in Elk River, Minnesota on March 16, 2023, to hold a public hearing for all unincorporated areas of Sherburne County in which the County has zoning and land use authority, along with the Township of Big Lake and the Township of Livonia, to consider the evening's agenda and other planning and zoning related topics.

Adams called the meeting to order, and roll was taken.

The following members were present:

Chair, Brian Adams, Orrock Township; Vice Chair, Bruce Aubol, Big Lake Township; Terrance Vandereyk, Clear Lake Township; Steve Demeules, Palmer Township; Francine Larson, Blue Hill Township; Butch Hass, Livonia Township; Bruce Hentges, Haven Township; Gary Gray, County Commissioner

The following staff members were present:

Lynn Waytashek, Zoning Administrator; Marc Schneider, Senior Planner; Mitch Glines, Planner

Adams stated that the meeting was being recorded. Adams added that the Planning Commission is a recommending body. These items heard tonight at the Planning Commission Public Hearing will be heard by the County Board of Commissioners on April 4th, 2023, at 7:00pm.

Hentges made a motion to approve the minutes from the February 16, 2023, Public Hearing. Larson seconded. Motion carried and the minutes were approved for the February 16, 2023, Public Hearing.

Demeules made a motion to approve the Public Hearing Agenda for March 16, 2023. Aubol seconded. The motion carried and the Public Hearing Agenda for March 16, 2023, was approved.

**Agenda:**

1. **JDA Builders Inc.** Requesting Final Residential Standard Plat approval of **“Pines Edge”** consisting of four (4) lots.
2. **Christenia Nelson and Ruth Carpenter (Owner)** Requesting an Interim Use Permit for a Home Business in an Accessory Building
3. **Paulette Britzius Revocable Trust** Requesting Preliminary and Final Residential Simple Plat approval **“Leines Second Addition”** consisting of three (3) lots.
4. **Comprehensive Plan Update**

**Agenda Item #1-6:02pm**

**JDA Builders Inc.** Requesting Final Residential Standard Plat approval of “**Pines Edge**” consisting of four (4) lots.

PID# 10-108-1100 Legal Desc: the NE ¼ of NE ¼ (full legal on file). Section 8, Twp 33, Rge 27. Big Lake Township. 11.38 acres, in the General Rural District.

Marc Schneider, Senior Planner, presented the request to the Planning Commission including the Board Packet, Attachments and Comments.

**PLANNING COMMISSION PACKET ATTACHMENTS:**

- A. Aerial Photo
- B. Final Plat 1-2 (Received February 10, 2023)
- C. Civil Plans and Preliminary Plat 1-4 (Received February 10, 2023)

**BIG LAKE TOWNSHIP:** (March 2, 2023) Recommended Approval with the following comments. The town board of supervisors reviewed the final plat on 03/01/2023. The board determined a review by the town's engineer is unnecessary, since there will not be any construction of infrastructure, for which the town would be responsible to maintain.

**OTHER DEPARTMENT/AGENCY COMMENTS:**

**David Roedel, Deputy County Engineer** (February 16, 2023): No additional comments from Public Works Engineering beyond original comments regarding shared access locations. Lots 3 and 4 share access to CR 43 and lots 1 and 2 share access to CR 83.

**Russ Heiling, County Surveyor** (February 17, 2023): All preliminary comments have been addressed.

**PLANNING & ZONING STAFF COMMENTS:**

1. Pines Edge received Preliminary Plat approval on February 7, 2023.
2. The proposed project consists of four (4) new lots from an 11.38-acre parcel.
3. Lots 1 and 2 will share a single access to County Road 83 and Lots 3 and 4 will share a single access to County Road 43. Two (2) new accesses to County Roads are proposed in total.
4. There are no structures, wells, or septic systems on the property and no new roads will be constructed.
5. There are no wetlands on this property and no impacts are proposed.
6. Each lot is over 2.5 acres and complies with the requirements of the County Subdivision Ordinance.
7. On February 2, 2023, Chad Peterson, Senior Land Rights Agent for Xcel reviewed and accepted proposal to cross easement with driveway.

**RECOMMENDED CONDITIONS IF APPROVED:**

1. Park dedication fees for 4 lots at \$1,200 per lot, totaling \$4,800. Park fees must be paid prior to the Public Works Dept signing the plat mylars.
2. An Access Permit from Sherburne County Public Works will be required prior to accessing County Road 43 and County Road 83 and shall be constructed according to Sherburne County Public Works Engineering Standards.
3. The plat shall be recorded in the Office of the County Recorder/Register of Titles, subject to recording fees, within one year of County Board approval of Final Plat.

### **Planning Commission Discussion Followed:**

Todd Olin, Land & Resources Consulting, 14260 23<sup>rd</sup> Ave N, Plymouth came forward as representative of the final plat application. He stated that they have reviewed the Conditions and agree with all of them.

Aubol made a motion to recommend approval of the Residential Standard Final Plat of “Pines Edge” consisting of (4) lots, with the (3) recommended Conditions. Hentges seconded.

### **Conditions:**

1. Park dedication fees for 4 lots at \$1,200 per lot, totaling \$4,800. Park fees must be paid prior to the Public Works Dept signing the plat mylars.
2. An Access Permit from Sherburne County Public Works will be required prior to accessing County Road 43 and County Road 83 and shall be constructed according to Sherburne County Public Works Engineering Standards.
3. The plat shall be recorded in the Office of the County Recorder/Register of Titles, subject to recording fees, within one year of County Board approval of Final Plat.

The motion carried and the Final Residential Standard Plat of “Pines Edge” consisting of (4) lots is recommended to the County Board for approval with the (3) Conditions.

## Agenda Item #2-6:04pm

**Christenia Nelson and Ruth Carpenter (Owner):** Requesting an Interim Use Permit for a Home Business in an Accessory Building to operate a boutique shop.

PID 40-406-0128 Lots 29 & 30, Block 1 Wildwood Addition, Address: 10913 42<sup>nd</sup> St. NE Clear Lake Sec 22, Palmer Township on .78 acres in the Agricultural District and within the Shoreland Overlay District of Briggs Lake

Marc Schneider, Senior Planner, presented the request to the Planning Commission including the Board Packet, Attachments and Comments.

### **BOARD PACKET ATTACHMENTS:**

- A. Aerial Photo
- B. Written Description of Business
- C. Site Plan
- D. Building Layout
- E. Site Photos

**PALMER TOWNSHIP:** (Received February 14, 2023) Palmer Township did not provide a recommendation to approve or deny this request but provided the following comments. The Township is very concerned with parking by this intersection. The applicant will be responsible for placing no parking signs on the road during active hours. They will also need to make sure there are no parking violations.

### **PLANNING & ZONING STAFF COMMENTS:**

1. Christenia Nelson and Ruth Carpenter (Property owner) are owners of the business “Boutique on Briggs”, a small occasional retail and online store, selling apparel, clothing and handmade gifts and décor from 600 sq. ft. of an existing accessory building that had previously housed a hair salon called Hair on Briggs. The previous business at this location operated under a Conditional Use Permit, which Zoning staff is recommending be revoked if this IUP is granted.
2. In 2022, the owners of this business had held a few events without the proper permits from the County. Complaints were filed to the Planning and Zoning Department related to vehicles parking on the road and interfering with traffic on 42<sup>nd</sup> Street. The County contacted the property owner and informed them that they were in violation of the County’s Zoning Ordinance. The owners ceased running the business and started working with the County to apply for the necessary permits.
3. According to the applicant, the business will operate year-round at a rate of 3 days a month with no set days and not to exceed more than 6 days a month during the holiday season (October-December). The applicant anticipates being open Thursday-Saturday 9am-6pm.
4. According to the applicant’s site plan and written description, there are four pull-in blacktop parking spots. “No Parking” signs will be placed on either side of 42<sup>nd</sup> Street in front of the property. Overflow parking will be in the driveway in front of the house.
5. As this property is within the Shoreland District it is limited to no more than 25% impervious surface, and the property currently has approximately 23.5% impervious surface which limits the applicant’s ability to provide any additional onsite parking.

6. Zoning staff and the Town Board have expressed concern with customers accessing the property and causing a traffic conflict on 42<sup>nd</sup> Street. The applicant is proposing to put up “no parking” signs on the street and direct customers to utilize the driveway to the house as overflow parking. It will be the applicant’s responsibility to manage parking onsite, so it does not cause a nuisance or hazard to the flow of traffic on 42<sup>nd</sup> Street. Staff is recommending a condition of approval be that the owners of the business will prohibit parking on 42<sup>nd</sup> Street or outside of the designated parking areas shown on Packet Attachment C and that they work with the Palmer Town Board to put up no parking signs.
7. In accordance with Section 18, Subdivision 5.6 of the County Zoning Ordinance if the applicant does not abide by the conditions set forth in the permit, the County has the right to either revoke the permit or hold another hearing to investigate and set additional conditions.
8. On March 8, 2023, the Planning and Zoning Office received an email from Stephanie and Jim Kuphal (11037 42<sup>nd</sup> Street Clear Lake) in support of this IUP request stating the following, we received notice of the Interim Use Permit for Christenia Nelson. We have a home nearby. We support the business and their request for an interim use permit. We enjoy the boutique and having some smaller businesses in the area.

**RECOMMENDED CONDITIONS IF APPROVED:**

1. The conditional use permit for Home Business in Accessory Building Hair Salon issued to PID 40-406-0128 (Doc #028305) is to be revoked. The applicant will pay the additional \$46 recording fee to revoke this conditional use permit.
2. All business activity must be conducted within the accessory building.
3. Days and hours of operation shall be Thursday-Saturday from 9 am to 6 pm, not to exceed 3 days in a month with the exception of the months of October, November and December the business may be open 6 days in these months.
4. All customer parking must be limited to the owners’ private driveway and parking area identified on Packet Attachment C. Parking vehicles on 42<sup>nd</sup> Street is prohibited. The owners will work with the Palmer Town Board to put up no parking signs along 42<sup>nd</sup> Street during days of operation.
5. The applicant shall allow the County to inspect the property during normal business hours.
6. Only one (1) non-illuminated on-premise sign is permitted and that it cannot exceed 12 sq ft.
7. Outdoor lighting may not be directed toward the 42<sup>nd</sup> Street.
8. There may be no more than (2) employees other than a member of the household residing on the premise.
9. Excessive noise, traffic or other nuisances may be justification for the County to revoke or modify the terms of the Interim Use Permit.
10. This IUP is issued to Christenia Nelson and Ruth Carpenter and shall expire with a change in majority ownership of the business or sale of this property.

**Planning Commission Discussion Followed:**

Hentges asked what issues had come up with this business that caused review for the IUP and how does this process occur?

Schneider stated that if a complaint has been filed, then a site inspection will take place to see if the complaint is valid and if the Conditions of approval are being met. The goal is to resolve the complaint. If it can't be resolved, then it needs to come back to the Planning Commission for potential modification and may result in revocation.

Hentges asked if the facility is sold, then does this automatically result in review of the IUP?

Schneider replied, if the property is sold then the IUP is no longer valid. The prior permit for this property was a CUP, but specific to a hair salon, this permit still exists as a CUP is transferrable. The County would like to see this CUP revoked so any further businesses would need to go under review for the proposed business.

Adams asked if the current CUP will be revoked as a part of this process.

Waytashek stated that this is covered in Condition #1.

Christenia Nelson came forward. She lives at 40202 Variolite St NW, Dalbo, MN and she is the applicant for the property located at 10913 42<sup>nd</sup> St SE, Clear Lake which is owned by her mother who is also present.

Demeules stated that Palmer Township is very concerned about the parking around this property as it's very close to an intersection and this is what red-flagged everything to begin with. They also heard from various people in the area that are in favor of the boutique. They did not get any complaints. Parking was the concern of the board and they tried to accommodate the applicant's business along with the Township concerns. Having the applicant put parking signs out during the days of operation was a way to accommodate and make the applicant responsible.

Waytashek stated that this is a home business in an accessory building application and as the applicant does not live on the property, then her mother became part owner of the business which allows this application to qualify.

Adams asked if the parking situation creates issues for Planning & Zoning.

Schneider stated that according to the applicant, there is now sufficient parking. They had not initially utilized their driveway for parking but after hearing the concern about this, they are doing so, and this has alleviated some of the concern for Zoning.

Nelson stated that they will be utilizing the driveway if needed, but as mentioned, the business as been running and very rarely are they expanding the parking beyond their tar surfaces. The Fourth of July was busy, but she has a good grasp on how to minimize the people in the area for that day.

Adams asked how many cars can be parked in the driveway.

Nelson replied that at least 3 extra cars could be parked in front of the house and then four spaces in front of the building. She did begin putting "No Parking" signs on the other side of 42<sup>nd</sup> Street as soon as she heard this was a concern and people abided by the signs.

Adams asked the applicant if she understands and can abide by the (10) Conditions.

Applicant confirmed.

Hass stated that he also has concerns and understands that we thrive on small businesses, however for the holiday weekends, if there are extra guests and trailers, then this puts an extra hardship on them. He trusts that she will work with the neighbors and use sandwich boards for "No Parking" so that the neighbors are not affected. He is in favor but wants to make the expectations clear.

Demeules stated that the Township has always been concerned about the parking on these Township Roads as they do not allow for a lot of parking. This is why they stated there is no parking on the Township Road as it gets narrow around the lake. This is an opportunity for us to control parking, whereas people are having garage sales and there is no controlling the parking.

Adams opened the Public Hearing.

No one was present for the public hearing nor were any comments received from the public.

Aubol made a motion to close the Public Hearing. Hass seconded. The motion carried and the Public Hearing was closed.

Demeules made a motion to recommend approval of the Interim Use Permit for a Home Business in an Accessory Building-Boutique, with the (10) Conditions and Findings of Fact. Hentges seconded.

**Conditions:**

1. The conditional use permit for Home Business in Accessory Building Hair Salon issued to PID 40-406-0128 (Doc #028305) is to be revoked. The applicant will pay the additional \$46 recording fee to revoke this conditional use permit.
2. All business activity must be conducted within the accessory building.
3. Days and hours of operation shall be Thursday-Saturday from 9 am to 6 pm, not to exceed 3 days in a month with the exception of the months of October, November and December the business may be open 6 days in these months.
4. All customer parking must be limited to the owners' private driveway and parking area identified on Packet Attachment C. Parking vehicles on 42<sup>nd</sup> Street is prohibited. The owners will work with the Palmer Town Board to put up no parking signs along 42<sup>nd</sup> Street during days of operation.
5. The applicant shall allow the County to inspect the property during normal business hours.
6. Only one (1) non-illuminated on-premise sign is permitted and that it cannot exceed 12 sq ft.
7. Outdoor lighting may not be directed toward the 42<sup>nd</sup> Street.
8. There may be no more than (2) employees other than a member of the household residing on the premise.
9. Excessive noise, traffic or other nuisances may be justification for the County to revoke or modify the terms of the Interim Use Permit.
10. This IUP is issued to Christenia Nelson and Ruth Carpenter and shall expire with a change in majority ownership of the business or sale of this property.



**FINDINGS:**

*No Interim Use Permit shall be approved or recommended for approval by the County Planning Commission unless said Commission shall find:*

*Schneider ready the Finding while Demeules provided the response.*

1. That the Interim Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the immediate vicinity. **YES** or **NO** WHY?

*Yes, it is not anticipated this business will be injurious to the use and enjoyment of other properties or diminish property values in the area. It will be a small business that is limited to operating three days in a month with the exception of 6 days a month during Oct.-Dec. between the hours of 9am-6pm. The building used to house this business was established for a commercial use in 2008. All parking will be on the applicant's site.*

2. That the establishment of the Interim Use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area. **YES** or **NO** WHY?

*Yes, the proposed use will not impede development of the surrounding properties as majority of the land in the area has already been developed.*

3. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided. **YES** or **NO** WHY?

*Yes, adequate utilities access roads and drainage exist for this project no future improvements are proposed.*

4. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use. **YES** or **NO** Why?

*Yes, the applicant has indicated from past experience of operating this business at this site prior to obtaining their permit they have sufficient off-street parking, by utilizing the driveway for overflow parking. A condition of approval requires the business owners to prohibit parking on 42nd street and only allow parking and designated areas according to the site plan (Packet Attachment C).*

5. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and other lights in such a manner that no disturbance to neighboring properties will result. **YES** or **NO** Why?

*Yes, it is not anticipated this business will create offensive odor fumes dust noise or vibration. Outside of customer parking all business activity is done within the building.*

The motion carried and the Interim Use Permit for a Home Business in an Accessory Building-Boutique, with the (10) Conditions and Findings of Fact, is recommended to the County Board for approval.

**Agenda Item #3 -6:23pm**

**Paulette Britzius Revocable Trust** Requesting Preliminary and Final Residential Simple Plat approval “**Leines Second Addition**” consisting of three (3) lots.

PID# 35-022-1300 Address: 16553 248<sup>th</sup> Ave NW, Big Lake, Section 22, Twp 34 Rge 27, Orrock Township, 30.32 acres, in the General Rural District and Shoreland Overlay District of Ann Lake.

Mitch Glines, Planner, presented the request to the Planning Commission including the board packet, attachments, and comments.

**PLANNING COMMISSION PACKET ATTACHMENTS:**

- A. Aerial Photo
- B. Preliminary Plat (date stamped 01/09/2023)
- C. Final Plat 1-2 (date stamped 01/09/2023)

**ORROCK TOWNSHIP** (received November 30, 2022): Orrock Town Board recommends approval of the preliminary and final plat of “Leines Second Addition” provided all County requirements are met. The driveway issue and the Administrative Split issues need to be resolved. The Town Engineer also recommends approval of the plat.

**OTHER DEPARTMENT/AGENCY COMMENTS:**

**Russ Heiling, County Surveyor** (November 16, 2022): All survey comments have been addressed.

**David Roedel, Deputy County Engineer** (October 5, 2022):

- 1. No concerns with the Simple Plat application as it is not on a County Road.
- 2. The Sherburne County Public Works Department will require park dedication fees for the 2 new lots at \$1,200 per lot, totaling \$2,400. The lot with the existing home does not require a Park Dedication Fee. Park fees must be paid prior to the Public Works Department signing the plat mylars.
- 3. All work shall be performed in accordance with the applicable State and County standards.

**Mike Lindenau, County Ditch Inspector** (Original Plat Submission March 5, 2019): I have no issues. Does not benefit from a County Ditch.

**PLANNING & ZONING STAFF COMMENTS:**

- 1. The applicant is proposing to create three (3) lots from a 27.43 +/- acre parcel in Orrock Township.
- 2. There is an existing non-conforming cabin on proposed Lot 1, Block 1. The septic system for the existing cabin was upgraded in 2019. Proposed Lot 1, Block 1 did have an additional cabin where the additional “Bituminous Driveway” is located that has since been removed from the property. All the required documents for removal of the cabin and abandoning of the septic system have been provided to the Zoning Office. The two other proposed lots are vacant and do not have any wells or septic systems on them.
- 3. The septic system for the existing house on Lot 1, Block 1 “Leines Addition” is over the lot line for proposed Lot 1, Block 1 of “Leines Second Addition”. An easement (Doc # 947030) has been recorded to allow the septic system to remain over the lot line.
- 4. Orrock Township has confirmed that 248th Avenue Northwest is not a dedicated Township Road, therefore it is considered a private road for access purposes from 165<sup>th</sup> St NW.

5. The existing house on PID 35-022-3400 will have an easement going through proposed Lot 1, Block 1 to access 165<sup>th</sup> St NW.
6. The existing “Bituminous Driveway” does not have a proposed easement between the house on PID 35-022-3400 and 165<sup>th</sup> St NW. Per the preliminary plat, the developer has removed (confirmed per email received on 12/30/2022) the 6’ section of the driveway at the property line to avoid any encroachments.
7. An ingress/egress easement will be created to allow the residence that use the driveway that encroaches on the west side of the property to continue to use the shared driveway. Since the residents will be interest holders to the plat, they will need to sign off on the plat or consent to the plat.
8. The existing driveway to access the house on PID 35-022-3400 does not meet the setback to Lake Ann. The driveway can continue to be used but cannot be expanded.

**RECOMMENDED CONDITIONS IF APPROVED:**

1. Park dedication fees for two (2) lots at \$1,200 per lot, totaling \$2,400. Park fees must be paid prior to the Public Works Dept signing the plat mylars.
2. The two new ingress/egress easements (shared driveway on the west side of the property and the existing driveway accessing the residence on PID 35-022-3400) must be recorded prior to the plat being recorded.
3. The individuals who hold the driveway easements will need to sign off on the plat or consent as they are interest holders.
4. The existing driveway to access the house on PID 35-022-3400 does not meet the setback to Lake Ann. The driveway can continue to be used but cannot be expanded.
5. The plat shall be recorded in the Office of the County Recorder/Register of Titles, subject to recording fees, within one year of County Board approval of Final Plat.

**Planning Commission Discussion Followed:**

Lynn Caswell, 11801 Brentwood Lane, Elk River, MN, with Landform Professional Services came forward as representative of the simple plat application. He stated that the property owners and the developers understand the request and the requirements from Zoning and are willing to comply with them.

Adams stated that this is a complicated plat for the surveyors.

Caswell added that this plat has been in the works for quite some time.

Adams asked the applicant if he understands and can abide by the (5) Conditions.

Caswell confirmed.

Vandereyk asked where 248<sup>th</sup> Ave is located on the plat?

Glines replied that it’s just a portion of the driveway that shows up on the County Maps and as a Township Rd for a couple hundred feet.

Caswell stated that this was done for addressing purposes for 911. It's not built for township standards, nor was it intended to be for the Public.

Adams added that there is a Private Driveway sign.

Vandereyk asked what is leading up to the Parcel on the North.

Glines confirmed and added that it does not go up all the way, it stops around the turn. This came up on County maps showed it as a Township Road.

Vandereyk referred to Recommended Condition #2 and asked if the document numbers show up on the plat.

Glines replied, no, they do not which is why they are to be recorded prior to the plat so the document numbers can be added.

Vandereyk asked for clarification that they will be on the plat.

Glines confirmed.

Hass asked if the Fire Service/Law Enforcement has been notified?

Glines stated that it can be brought to their attention, it has not yet been brought to their attention as the numbers will be changed and as soon as they are changed, then they can be notified.

Adams opened the Public Hearing.

No one was present nor were any comments received.

Demeules made a motion to close the Public Hearing. Aubol Seconded. The motion carried and the Public Hearing was closed.

Hass made a motion to recommend approval of the Preliminary and Final Residential Simple Plat approval of "Leines Second Addition" consisting of (3) lots, with the (5) Conditions. Adams seconded.

**CONDITIONS:**

1. Park dedication fees for two (2) lots at \$1,200 per lot, totaling \$2,400. Park fees must be paid prior to the Public Works Dept signing the plat mylars.
2. The two new ingress/egress easements (shared driveway on the west side of the property and the existing driveway accessing the residence on PID 35-022-3400) must be recorded prior to the plat being recorded.
3. The individuals who hold the driveway easements will need to sign off on the plat or consent as they are interest holders.
4. The existing driveway to access the house on PID 35-022-3400 does not meet the setback to Lake Ann. The driveway can continue to be used but cannot be expanded.

5. The plat shall be recorded in the Office of the County Recorder/Register of Titles, subject to recording fees, within one year of County Board approval of Final Plat.

The motion carried and the Preliminary and Final Residential Simple Plat of “Leines Second Addition” consisting of (3) lots, is recommended to the County Board with the (5) Conditions.

County's Comprehensive Land Use Plan:

**PLANNING COMMISSION PACKET ATTACHMENTS:**

- A. A. Draft ADU performance standards

**DISCUSSION AND FEEDBACK ON DRAFT TOPICS IN THE COMPREHENSIVE PLAN:**

***Alternative Housing Options (Accessory Dwelling Units)***

*Uses appropriate to Rural Residential Land Use Plan designation would be predominantly single family detached homes; however, consideration should be given to alternative housing forms provided the overall density is preserved and proper infrastructure and building code requirements can be met. A particular housing option may include Accessory Dwelling Units (ADUs). An ADU is a smaller, independent residential dwelling unit located on the same lot as a stand-alone (i.e., detached) single-family home. ADUs all have the potential to increase housing affordability (both for homeowners and tenants), create a wider range of housing options within the community, enable seniors and young adults to stay near family as they age, and facilitate better use of the existing housing fabric in established neighborhoods.*

***Policy:*** *It is the County's policy to support alternative housing types, such as ADUs.*

***Strategy:*** *The County should develop and adopt an ADU ordinance. Packet Attachment A provides a list of potential components of an ADU ordinance that should be considered:*

***Short-Term Rentals***

*Short-term rentals are typically defined as a rental of any dwelling or accessory structure for a temporary period of time (e.g., 30 consecutive days per guest). Short-term rentals have grown in popularity as more people embrace a shared economy, which includes third-party rental companies such as Airbnb and VRBO. The County does not monitor or regulate short-term rentals at this time. However, there have been growing concerns over the management of private wells and septic systems along with conflicts from some people who live next to known rentals. We also know there are more people actively traveling to/from lake properties (e.g., Briggs Lake - see Chapter 1) and third-party rental companies offer rental opportunities in these areas.*

***Policy:*** *It is the County's policy to not prohibit short-term rentals, but instead regulate short-term rentals so they do not become a nuisance to the surrounding neighborhood or cause adverse environmental impacts (septic capacity or excessive impervious surface).*

***Strategy:*** *The County should establish a short-term rental ordinance that allows short-term rentals as a licensed land use or interim use. The following elements should be considered as part of an ordinance:*

- a) Management plan*
- b) Septic evaluations*
- c) Liability insurance*
- d) Neighbor notification*
- e) Posting a floorplan in the unit*

- f) Providing an emergency contact*
- g) Parking requirements*
- h) Maintenance standards*
- i) Number of occupants based on size of septic.*
- j) Disorderly conduct*

**Closing:**

Aubol made a motion to adjourn the meeting. Larson seconded. The motion carried and the meeting was adjourned at 7:31pm.

Submitted by Carrie Winter, Secretary.