

**Town of Duluth  
Planning Commission  
Meeting Minutes  
July 28, 2022**

The meeting was called to order at 6:32 by Chair Angela Wilson.

In attendance: Angela Wilson, Dave Edblom, Justin Osadjan, and Dave Meyer.

Absent: Pam West, Blane Tetreault, and Tony Mancuso.

Also attending: Sue Lawson, Planning Director and Tim Strom, Town Board liaison to Planning.

The agenda was approved as presented.

**Concerns from the Audience.**

None.

The June 23<sup>rd</sup> minutes were approved as presented.

**Director's Report**

There have been a lot of permit applications, including for new houses, parcel splits and driveways. It has been a very busy summer. Nicole reported the total permit revenue for Planning for the first six months of this year and it is almost equal to what came in for the total year last year. In addition, there are a lot of calls and inquiries coming in.

Tim reported that the Board approved the proposed amendment to Ordinance 6 that the Commission had previously recommended to them.

Dave Meyer asked if there have been more short-term rental applications. Sue said that those have slowed compared to previous years.

Sue said that Nicole has commented that a lot of the permit applications that are coming in are not filled out completely, resulting in a lot of follow up. Planning staff recently reviewed all of the application forms and will be updating them. Hopefully the forms will be a little clearer and easier to fill out. The plan is to create fillable pdf applications for the website at some point. It would also be nice if the Town could accept credit card payment for applications, but after some discussion, it may not be practical for the Town. There are liability and security issues.

Justin said that he uses Venmo and Square Account. The charge is 4% and it adds up.

There was a discussion about the public hearing in August for an extension of an interim use permit for a high-frequency short-term rental. The permit was approved under the previous Ordinance. The current Ordinance has more stringent requirements regarding HFSTRs. Sue will ask the Town's attorney whether

the extension should be heard under the previous Ordinance, the Ordinance it was granted under, or under the current Ordinance.

**Old Business**

None.

The meeting adjourned at 6:52.