

**Town of Duluth
Planning Commission
Meeting Minutes
April 24, 2025**

The meeting was called to order at 6:33 pm by Vice Chair Justin Osadjan.

In attendance: Justin Osadjan, Tony Mancuso, Nate Nesgodan, Dave Meyer, Ken Peterson, Andrew Aho.

Absent: None.

Also attending: Liz Strohmayr, Planning Director; Beth Mullan, Secretary; and Laura Herzog, incoming secretary.

Agenda- Justin motions to approve the agenda and add the Perrault HFSTR extension to the agenda. Dave seconded. The agenda was approved as amended.

Public Hearing- Extension of Joseph Perrault's HFSTR.

Joe Perrault was requesting an extension of the interim use permit for his high-frequency short-term rental (HFSTR) unit in his home at 5668 North Shore Dr. He continues to live onsite full time.

Liz- Joe is ill and cannot attend the meeting tonight. Would the Commission like to continue with the hearing or wait until Joe can attend?

The commission agrees to continue with the hearing and to further discuss thoughts around the rental property.

Justin- This is a high frequency short-term rental operating since 2021. I believe he is an exemplary host. He lives on premises. There have been no concerns from the neighbors. I have no objections to renewing his request.

Liz- I have not received any complaints regarding this property. He is asking for 2nd extension for 2-years but would appreciate longer.

Dave- Will an annual review be needed with this rental?

Liz- We do an annual review for un-hosted rentals. He lives on premise, being very similar to a bed and breakfast with no breakfast.

There was no one present to provide public testimony.

Liz- You can approve extension based on 3 factors: Demonstrated compatibility with the neighborhood, if there was any detrimental effect during the period of interim use, and if there were any increased costs to the town as a result of the interim use. (*Article IX, Section 8F*)

The Commission is all in agreement that Joe's high frequency short-term rental is very compatible with the neighborhood, there have been no detrimental effects with the interim use, and the township has had no increased costs because of this interim use. He has proven to be in compliance with the permit.

Ken made a motion to approve the 2-year extension with existing permit terms.

Dave seconded the motion.

The motion to extend the interim use permit for a period of 2-years passed unanimously.

Old Business- Grumdahl's clearing recent complaint from neighbor regarding 2nd driveway access from County Rd 290, and timeframes on the approved vegetation plan.

Liz- The neighbor to the east has been in contact with me about the 2nd driveway on property and would like it removed as an access point. There is no culvert there, but historically people on that property have used that as access. Being that it's a county road it is up to the county, not the township. They are allowed to access that part of their property. There is no real determination on our part that I can see. The ordinance states you can't have more than one entry to one parcel, but their CUP was approved with the current entry points. If they want to develop that site, then they will need a new driveway permit.

Tony- It only goes into the brush, and it doesn't look used. It doesn't appear to be an actual driveway.

Liz- They are allowed an agricultural access point such as that. The concern was possible expansion of business, making it closer to his property. They would need permits for that, so it would be discussed at that point and neighbors would be notified. According to the aerial view, that access point has been open for a long time.

Justin- We can keep an eye on the parcel and appreciate the concern, but we don't have anything to act on as a township regarding the access point at this time.

Liz- The perimeter planting will take place by September or October of this year. The interior of the property will be by the end of summer of 2026. The requirement is to provide perimeter screening, which I feel they are doing in their plan, it doesn't state it needs to be continuous box around the property. We have not received any appeals of their vegetation plan. They are currently in compliance with everything we have determined.

New Business-

Discussion was had on possibly adding a junk ordinance specific to Planning and Zoning, and language on how to enforce it.

Liz- It is a town board ordinance and currently enforced by the town board. They would need to determine how to enforce it.

Ken- Blight definition would be needed and performance standards to go with it.

Liz will look up different blight ordinances, enforcement, and fines in the state and see if she can come up with something that is more rural and fitting to our township. It could also be added to the comprehensive use plan as to what we want our neighborhood's appearance to be. The commission will also research some language. This can be discussed at the next meeting in May, and whether this should be up to Planning and Zoning or keep with the town board ordinance and enforcement as it currently stands.

Old Business- Need to come up with criteria for public/semi-public uses. Church is currently listed in there and will fall under this category.

It was previously decided to add the use to the land use matrix for all districts except COM-1 and LIM-1 as a CUP and that road access would be the same as for commercial conditional use.

It was decided to go with 1.5 times for minimum lot size requirement, keep setbacks the same as the underlying zone district, and to replace the word hospital with clinic in the definition.

The following additional conditions listed below were discussed and agreed upon.

E. Maximum Aggregate Square Footage- The aggregate sum of all structures for public/semi-public use shall not exceed 10,000 square feet.

Liz- This can pertain to additions as well. It can be a variance discussion if more is needed. This is currently stated in commercial, but not in public/semi-public use.

Amplified Sound- 9:00pm-8:00am for quiet hours, and that amplified music can be allowed 8:00am-9:00pm.

Loading- Space for off-street loading and unloading of vehicles shall be provided for every building used or designed for public/semi-public use purposes. At least one (1) such space shall be provided, and such spaces shall be a minimum of ten (10) feet in width, and thirty-five (35) feet in length.

Parking- All parking must be provided on site and off street to accommodate the use.

- A. Parking areas, whether public or private, shall be effectively screened on side yards and rear yards abutting residential uses.
- B. All public or private parking areas shall be separated from the right-of-way of any road by means of a vegetative strip not less than 25 feet in width.
- C. All parking areas shall meet the minimum side and rear yard setbacks as required for non-commercial use structures in the zone district. These setbacks need not be doubled as is required for structures for public/semi-public use.

Screening- To make screening language match the same as current commercial requirements for screening.

Hours of operation- Add sentence to proposed language stating, “the hours of operation will be determined in the conditions of the hearing by the commission of the conditional use permit.”

Lights and signs- All lighting and signage shall meet the general requirements listed in this ordinance.

Beth suggested updating commercial use in ordinance as well to simplify if they would like.

All agreed to notification range for recent variance request to be 500 ft.

Toni made a motion to approve the previous meeting minutes. Nate seconded the motion. The motion passed unanimously.

Directors report- None.

Concerns from the Audience – None.

Dave made a motion to adjourn at 8:30. The motion passed unanimously.