

**Town of Duluth
Planning Commission
Meeting Minutes
June 26, 2025**

The meeting was called to order at 18:30 by Chair Justin Osadjan.

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

Absent: Kit Grayson.

Also attending: Liz Strohmayer, Planning Director; ArMand Nelson, Town Board liaison to the Planning Commission; Beth Mullan, Secretary; and Laura Herzog, incoming secretary.

Justin made a motion to approve the agenda, and it was seconded by Tony. The motion passed unanimously.

New Business-

A picture is needed of the current Planning and Zoning Commission members for the Township newsletter and website. It was decided to take the photo after the meeting.

Old Business-

None.

Approve Minutes for May 2025 Planning Commission Meeting-

Liz- The note does not make sense for line 175. The amount of \$150 for site disturbance for 1 acre or greater. Does anyone recall discussing that amount? If it is greater than 1 acre it goes to MPCA permit and approval.

Beth- The MPCA permit is \$900.

Liz- It may have been a typo with the original fee of \$150 getting put in.

All agree to strike line 175.

Nate made a motion to approve the May meeting minutes with the discussed change, and it was seconded by Dave. The motion passed unanimously.

Directors Report-

- Liz- We have most of what we need done for the Ordinance to be updated from Ordinance #6 to Ordinance #7. We have some language on enforcement that we are waiting to hear back on from lawyers. I want it to be clearer to understand with stronger language, so it removes any further back and forth discussion if someone does not pay the appropriate fine assessed to them. It can then come from their taxes, and we can eliminate any confusion with the enforcement piece.

Liz will wait to hear feedback from the lawyers and continue to work on finalizing the Ordinance changes. She would like to wait to make final updates until the stormwater changes go through so it can all be presented to the Commission as one piece for final review. There is no deadline for the completed Ordinance update.

Dave asked if Lakewood Township has already had lawyer approval and if we can mirror that to save on time and resources. Liz stated she would like more detail than what Lakewood Township has, and that Duluth Township needs to ensure it meets MS4 standards. Lakewood Township is not required to participate in MS4. Duluth Township is required to with the number of streams and reaching threshold density in certain areas of the Township. Liz is currently collaborating with consultants to ensure it meets all the requirements.

- Armand- Have you all discussed the 4x penalty, and how do we make it so that people follow through with what penalties have been assessed?

The commission has not come to any decisions on that yet. Liz is going to research what nearby townships have in their Ordinance.

- Liz- The variance hearing that was supposed to take place at this meeting got postponed. We have been supplied with two different measurements, and we need them to be exact for a variance and the notifications sent out around it. Once we get those, we can schedule the hearing.

- Justin- Have we had any Short-Term Rental requests?

Liz- Possibly one on North Shore Drive that I have been in communication with.

Concerns from the Audience-

- An audience member states that he saw the variance proposal listed in the North Shore Journal and was curious to hear about that at tonight's meeting, but now understands it got postponed. He was informed that if he cannot make it to the hearing when it does take place that he can submit an email to the Township on his opinions, and he can request copies of the variance documents.
- Sam Johnson has submitted his application and fees for a Land Use Permit. He has been in contact with Liz and his proposed location did not meet the required setbacks. He brought with him new documents and measurements showing they now meet the setback requirements of 200 ft. He has it marked with a stake and a line on the property, and the building site is now staked out. Liz said she will do a site visit next week to go over the measurements with him. She informed him that he can update his application and resubmit it with the updated measurements so that the application can be considered complete to move the process along quicker. Sam was in agreeance.

Tony made a motion to adjourn the meeting, and it was seconded by Andrew. The motion passed unanimously.

Meeting adjourned at 18:55.