

December 2, 2019

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- 6 **1. CALL TO ORDER** – Chair Kopitzke called the meeting to order at 7:00 PM
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- 8 **2. PLEDGE OF ALLEGIANCE** – was recited.
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- 10 **3. ROLL CALL** – Present: Chair Kris Kopitzke, Scott Patten, Doug Parker, Justin Sykora, Kuchen Hale, Roger
- 11 Bowman. Absent were Sally Doherty, James Langan, Christian Dawson. (all excused).
- 12 **ALSO IN ATTENDANCE** – Council member Wroblewski, City Administrator Ron Moore
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- 14 **4. APPROVAL OF AGENDA** –
- 15 Add item 8b “attendance”
- 16 **Motion/Second Parker/Hale To approve the Agenda of the December 2, 2019 Planning Commission**
- 17 **meeting with addition of item 8b. Passed 6-0.**
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- 19 **5. APPROVAL OF MINUTES** –
- 20 A. November 4, 2019
- 21 **Motion/Second Kopitzke/Patten To approve the minutes of the November 4, 2019 Planning**
- 22 **Commission meeting. Passed 4-0-2 (Hale, Sykora abstain).**
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- 24 **6. REPORTS AND PRESENTATIONS** - None
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- 26 **7. PUBLIC HEARINGS** – None
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- 28 **8. NEW BUSINESS** –
- 29 A. Draft Short Term Residential Rentals Ordinance
- 30 Administrator Moore provided an overview of the draft ordinance.
- 31 Hale stated that she holds a similar license for a property in WI and it includes the following requirements:
- 32 water testing, nuisance, noise ordinance, good neighbor policy, max occupancy by bedroom and septic
- 33 requirements. Who licenses? The County does in WI and the property is inspected annually or biannually.
- 34 Kopitzke would rather have a house rented than sit empty. What is the cities enforcement capability?
- 35 Hale asked if anyone has checked with the county? Other cities? Licensing authority?
- 36 Bowman asked if minimum insurance should be required? (Hale responded that is the responsibility of the
- 37 property owner, if there is a problem it would come to the owner not the licensing authority)
- 38 Kopitzke stated that occupancy varies greatly from house to house.
- 39 Patten stated that it is a question of occupancy and frequency in regards to the septic requirements.
- 40 Parker stated that if the septic was designed for the house, there shouldn't be a need to check system for
- 41 compliance unless renting for higher occupancy.
- 42 Hale stated there can be issues if the renters are not respecting neighbors. Feels the City should not be the
- 43 license holder.
- 44 Discussion was held over the requirement that the property be homesteaded. Patten and Bowman stated that it
- 45 prevents people from creating a business in residential area.
- 46 Kopitzke asked why no license is required within the VHS-C?
- 47 Sykora found information on Washington County lodging regulations – will email the link.
- 48 Hale stated the most important components are maximum occupancy, well, septic.
- 49 Kopitzke would reference bed & breakfast ordinance.
- 50 Hale stated she is against the VHS-C being treated differently.
- 51 Bowman stated these shouldn't be treated differently than a B&B.
- 52 Parker asked if there is currently a problem? (potential) Why not address when there is?
- 53 Sykora stated the properties don't need to be homesteaded; he likes the idea of requiring septic compliance if
- 54 not homesteaded. There could be a distinction between how many times per year it's rented, triggering other
- 55 regulations.
- 56 Kopitzke suggested including a special event clause.

57 Parker stated that people may do anyway, without a license.
58 Hale replied that having an ordinance gives the city enforcement options if there are issues.
59 Patten stated the property needs to be homesteaded otherwise puts the property into different category.
60 Rentals over 30 days don't have a maximum occupancy.
61 Bowman would like to solicit comments and find out if there have been problems.
62 Hale would like to talk to county and other small towns.
63 Planning Commission will look at again in January.

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65 B. Attendance

66 Chair Kopitzke reminded members to let Ron know in advance if you are unable to attend a meeting. Three
67 excused and one non-excused absence are allowed.
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69 **9. OLD BUSINESS –**

70 A. Draft PLCD Ordinance Amendment

71 Clarifications were made since the Planning Commission last saw the draft: language regarding the EAW
72 requirement, park dedication, open space connection/corridor, enforcement.
73 Bowman asked if we should develop a list of vegetation that is allowed to be planted.
74 Sykora suggested changing the language to “native to fit the local ecotype”. The EAW will include a vegetative
75 survey. Lists of vegetation are available through the state and other resources.
76 The ordinance will reference the enforcement component which will be part of the developer's agreement.
77 Administrator Moore stated that in the current development, the enforcement elements were in the agreement,
78 but were not sufficiently defined.

79 **Motion/Second Patten/Parker to make edits as suggested and hold a public hearing at next available**
80 **meeting date. Passed 6-0.**

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82 B. Update on City Council actions

83 Council member Wroblewski provided a summary of the November City Council meeting.
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85 **10. ADJOURN**

86 **Motion/Second Patten/Bowman to adjourn. Passed 6-0.**

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88 Meeting adjourned at 8:25 PM.
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92 Respectfully submitted by:

93
94 JY

95 Julie Yoho, City Clerk
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98 **To be approved on January 6, 2019 as (check one): Presented: x or Amended: _____**
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