
The meeting was held in-person, with participation via Zoom also available.

1. **CALL TO ORDER** – Chair Kopitzke called the meeting to order at 7:00 PM.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL** – Present: Chair Kris Kopitzke, Doug Parker, Sally Doherty, Kuchen Hale, Christian Dawson, Roger Bowman. Absent were James Langan, Scott Patten and Justin Sykora (excused). A quorum was present.
ALSO IN ATTENDANCE – City Administrator Ron Moose, City Clerk Julie Yoho (via Zoom), Council Member Annie Perkins
4. **APPROVAL OF AGENDA** –
Add item: 8b “meeting schedule for 2022”
Motion/Second Doherty/Hale To approve the agenda for the January 3, 2022 Planning Commission meeting. Passed 6-0.
5. **APPROVAL OF MINUTES** –
A. Motion/Second Parker/Bowman To approve the minutes of the December 6, 2021 Planning Commission meeting. Passed 6-0.
6. **REPORTS AND PRESENTATIONS** - None
7. **PUBLIC HEARINGS** –
A. Birdie R Meyer Trust Minor Subdivision application at 13852 50th St
Chair Kopitzke opened the public hearing at 7:04 pm.
Administrator Moose provided a summary of the application which is a lot line rearrangement and does not create any additional lots. The lot line rearrangement proposal required a variance to increase the nonconformity of an existing landlocked parcel, and to create an irregularly shaped parcel. The applicant previously applied for the variance based on the proposed lot line rearrangement concept, and the variance was approved.
The applicants were present for questions
No public comments were received
Motion/Second Hale/Doherty to close public hearing. Passed 6-0
Public hearing closed at 7:07 pm.
Motion/Second Bowman/Parker to recommend approval of the Birdie R. Meyer Trust application for a minor subdivision for a lot line rearrangement at 13852 50th Street and the parcels with PID#’s 28.028.20.32.0001 and 29.028.20.41.0003, with findings and conditions listed.
Findings
 1. The subject parcels are in the Ag zone
 2. The proposed subdivision does not create any additional lots.
 3. The existing lot at 13582 50th Street already has an irregular “L” shape
 4. The undeveloped parcel to the north, owned by Ron Meyer, is landlocked with no frontage on a public road.
 5. The 40-acre parcel to be divided is landlocked, with no frontage on a public road.
 6. Adding a portion of the 40-acre parcel to the 50th Street parcel would make that portion no longer landlocked.
 7. An existing 60 foot wide access easement runs north/south through the parcel at 13852 50th Street from 50th Street to serve the landlocked Ron Meyer parcel to the north.Conditions
 1. Confirmation that the access easement can be used for a driveway or a public road to serve future development on the landlocked parcel to the north.

- 57 2. The current right-of-way easement agreement shall be revised to reflect the new legal
58 description of the enlarged Ron Meyer parcel.
59 3. The divided 40 acre parcel shall be combined with the two adjacent parcels, so that no
60 additional lots are created.

61 **Passed 6-0.**

62
63 B. Kathy Bolton-Iverson Conditional Use Permit application for Short Term Rental license at 3602 St Croix
64 Trail

65 Chair Kopitzke opened the public hearing at 7:10pm.

66 Administrator Moorse provided a summary of the application: Kathy Bolton-Iverson has submitted a
67 conditional use permit application for a short term home rental license at 3602 St. Croix Trail. The
68 conditional use permit is required because the license application is for a Type D license (dedicated short term
69 rental). Type D means a dwelling unit that is offered to transient guests for a period of less than 30
70 consecutive days, where the property does not serve as a person's primary residence and which involves a
71 non-hosted short term rental on a non-homesteaded property. A non-hosted rental means that neither the
72 owner of the property nor a property manager will be on-site during the rental.

73 The applicant was present for questions

74 No public comments were received

75 **Motion/Second Parker/Hale to close public hearing. Passed 6-0.**

76 Hearing closed at 7:15pm

77 Parker asked if there has been a fire inspection.

78 Kathy replied yes, this is new construction and has been inspected to residential standards.

79 Administrator Moorse stated the license is valid for 1 year, then will be renewed.

80 Chair Kopitzke stated that a safety walk-through could be required.

81 Hale asked about carbon monoxide detectors and if they are required.

82 After further discussion, it was identified that Class B & C licenses require health & safety inspections from
83 the fire department and city building inspector. It may be an oversight that Class D doesn't have the same
84 requirement. The council should consider amending the rule to include this requirement for Class D. For this
85 application, compliance with a health & safety inspection will be included as a condition.

86 **Motion/Second Doherty/Hale To recommend approval of the Kathy Bolton-Iverson conditional use**
87 **permit application for a short term home rental license application at 3602 St. Croix Trail with**
88 **additional condition of compliance with the health & safety inspection.**

89 Findings

- 90 1. Short term home rentals are allowed and regulated under the Short Term Home Rentals
91 ordinance, subject to approval of a short term home rental license application.
92 2. A type D home rental license requires a conditional use permit
93 3. The proposed short term home rental at 3602 St. Croix Trail is a Type D home rental.
94 4. The applicant has provided the information and documentation required for a Type D home
95 rental license application

96 Conditions

- 97 1. All requirements for Type D short term rentals shall be met for the duration of the license
98 and CUP.
99 2. Additional condition of compliance with the required health and safety inspection.

100 **Passed 6-0.**

101 **8. NEW BUSINESS**

102 A. Groundwater Supply Protection/Conservation

103 Commissioner Bowman has suggested the Planning Commission initiate an effort focused on groundwater
104 protection and climate change resiliency that could include new regulations aimed at ground water
105 protection/conservation and climate change resiliency.

106 Doherty agreed that this is worth considering.

107 Hale stated that much of the impact is coming from outside the city, there is huge pressure around us.

108 After discussion, the members recommended asking the council to consider the topic and decide if they want
109 the planning commission to look into. Resources and experts would be needed to help guide the discussion.
110 Council Member Perkins recommended the MN Green Step program. Administrator Moorse recommended
111 the Washington County Water Consortium and the Washington Conservation District as good resources.
112

113 B. 2022 Meeting Schedule

114 **Motion/Second Doherty/Kopitzke to recommend changing the dates of the July 4 and September 5**
115 **Planning Commission meetings to June 27 and August 29 respectively. Passed 6-0.**

116
117 **9. OLD BUSINESS –**

118 A. Update on City Council actions

119 Council member Annie Perkins provided a summary of the December 6, 2021 City Council meeting.
120

121 **10. ADJOURN**

122 **Motion/Second Parker/Dawson To adjourn. Passed 6-0.**

123 Meeting adjourned at 8:13pm.
124
125

126 Respectfully submitted by:

127
128 JY

129 Julie Yoho, City Clerk
130
131

132 To be approved on February 7, 2022 as (check one): Presented: X or Amended: _____
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