

**Town of Duluth  
Planning Commission  
Approved Meeting Minutes  
April 8, 2014  
@  
North Shore Community Center**

The meeting was called to order at 7:15 by Chair Paul Voge.

This meeting of the Planning Commission was originally scheduled for March 27, but was postponed due to snow.

Present: John Schifsky, Paul Voge, Jo Thompson, and Brigid Pajunen

Absent: Wayne Dahlberg, Jerry Hauge, and Larry Zanko

Also present: Sue Lawson - Planning Director

The agenda was approved as written.

The February 27 minutes were approved with the following change: Sue suggested that it be made clearer that the CUP request met the criteria for a CUP from Article IX, Section 7 of the Ordinance.

**Approval of Seeing Short-Term Rental CUP Finding of Facts / Decision Document**

John made a motion that the Finding of Facts and Decision document from the public hearing for Stacey Seering's short-term rental interim use permit be approved. Brigid seconded and the findings and decision were approved unanimously.

**Director's Report**

Sue said that the Town's SWPPP (Stormwater Pollution Prevention Plan) document is open for public comment. The document can be seen on the Town's website. She said that many workshops are being offered on stormwater management in response to the new requirements. There is a wiki for best practices, including a Minimal Impact Design Standards (MIDS) calculator. The Town is considering using the calculator.

Jo said that if we use the calculator we don't have to do the physical monitoring otherwise required. The calculators are watershed-specific, so they take soil type into consideration

Sue said that it was brought to her attention that there are at least two other short-term rentals in the Township. They are on the VRBO (Vacation Rentals by Owner) website. She has written the owners of those properties, so it is possible that there will be a couple more CUP applications coming in.

Paul asked if Best Management Practices (BMP) pertaining to stormwater are discussed in the Township brochure that Brigid is in the process of revising.

Brigid said that runoff is referenced in the brochure. She will put the pages of the brochure in Dropbox and invite everyone so they can offer input.

Sue said that the BMPs are basically to leave soils undisturbed, maintain native vegetation, and to try to limit impervious surface.

Jo said that there are a lot of people in the Township who do not have computers so it is important that the brochure be printed as well as available online.

Sue said that at the April 24 meeting, the Commission will determine a work plan for the year, will look at building size vs lot size, and will continue the discussion on trails. She said that in talking with Don McTavish, they realized that the scope of the trails, as it is being discussed now, is too broad to design good survey questions for. Once the Commission has come up with a more specific plan, they can look at a poll.

The meeting was adjourned at 8:15.