

**Town of Duluth  
Planning Commission  
Meeting Minutes  
January 23, 2020**

The meeting was called to order at 6:30 pm by Chair, Liz Strohmayr.

Present: Liz Strohmayr, Wayne Dahlberg, Jerry Hauge, Larry Zanko, Dave Edblom, and Angela Wilson.

Absent: Pam West

Also present: Sue Lawson, Planning Director and Mike Kahl, Town Board liaison to the Planning Commission.

The agenda was approved as presented.

The minutes from October 24, 2019 were approved as presented.

**Director's Report**

The folks who were interested in possibly locating a mental health facility in the Township did not come to the meeting, so without knowing more about their plans for the facility, it was impossible for the Commission to make any determinations on whether it would be an allowable use in the Township.

Rita Bergstedt and Amy Nakamura are applying for a conditional use for their short-term rental which is currently operating under an interim use permit which expires in April. The public hearing is planned for the regular Commission meeting in February. The Commission wanted to know what has been done in the past as far as the application/hearing fee and notification area in these situations. Beth said that in the past, the applicant has been charged for hearing and advertising costs and the notification area has been the same as the original hearing. A new community participation report is also required. Liz made a motion to set the fee for this application at \$100 and use the same area of impact as was used for the previous hearing. Larry seconded. The motion passed unanimously.

Sue said that for 2019, the planning budget was \$33,570. We actually spent \$54,000 but that was offset by two grants from the Coastal program for updating the Comprehensive Land Use Plan, one for \$7500 and the other for \$10,000. We are planning to update the Zoning Ordinance starting this fall and into the spring of 2021. Sue said that we will apply for another grant for that. So, she anticipates that the 2021 budget will be similar to the 2019 budget.

Sue said that 4 people came to the open house for the draft Comprehensive Land Use Plan on Thursday and one person commented. The open house on Saturday was cancelled due to the heavy snow.

Sue said that the next step in the process is for the Commission to hold a public hearing on the proposed plan. The Commission will also review the proposed plan and will consider any comments from the hearing. Following that, the Commission will recommend a plan to the Board. It was agreed to have the public hearing on the third Thursday in April, April 16.

Mike said that Val Brady and Jo Thompson were at the last Board meeting to discuss the Town's MS-4 permit. The election for Township supervisors is coming up on March 10. There are two openings and only one person running, so write-in votes will likely be a factor in the election. March 10 is also the date of the annual meeting.

**Old Business**

None.

**Concerns from the Audience**

None.

The meeting adjourned at 6:50.