Two Harbors Planning Commission
Meeting Minutes

December 3rd, 2019	
Present:	Koehler, Anderson, Emerson, Detlefsen, Swanson, Nielsen 0(5)
Absent:	Chapek, Glaser, Kittilson, (4)
Other	None
Next meeting:	January 7th, 2019

I. Call to Order

Koehler called the regular meeting to order at 6:02 p.m.

Approval of Agenda

Motion by Emerson, Detlefsen to approve the agenda. Motion approved by all members present and voting.

Approval of Regular Meeting Minutes

Motion by Detlefsen, Emerson to approve November 5th, 2019 minutes. Motion approved by all members present and voting.

II. Continuing Business

a. **Comprehensive Plan Implementation Schedule**– Otsea referred Commission members to their packet which included an updated version of the implementation schedule from the Comprehensive plan. Otsea explained to new Commission members that an update of the comp plan implementation schedule is something they should do annually to keep track of the ongoing initiatives set forth in the plan. Included in the review was a newly developed schedule for the Transportation Plan, which will replace the existing transportation chapter in the plan. Updates to the schedule included: setting the stage for 2020, and the completion of a few items. Of note, much of the plan's objectives have been complete, considering a funding strategy in 2020 to undertake a comprehensive plan update in 2021 was identified as a consideration by staff.

b. **2019 in Review and 2020 Work Plan-** Otsea referenced a memo in the Commission's packet which outlined work completed in 2019 and additionally set the stage for potential areas of focus for the new year. Accomplishments of note included the adoption of the Transportation Plan, Short Term Rental Regulation and implementation, 2 variances, 1 CUP, 2 easement vacations, funding for the zoning code overhaul, and additional zoning administration statistics. The zoning code update, Zoning Permit enforcement, Storm water Management plan, and possibly waterfront planning.

New business-

a. **Short Term Rentals-**Chairman Koehler recognized Joel Schultz, member of the public, who was in attendance of the meeting and was interested in discussing the recently announced new County tax designation for short term rental properties which will designate them all as commercial if they are used more than 5 times a year. Discussion followed regarding the significant increase in tax costs and the impacts it will have on local rental owners. After discussion, the Commission asked staff to reach out to the County regarding clarification on the change. Otsea stated he'd follow up with the City Administrator prior to contacting the County but would find out additional information regarding the proposed change.

Motion by Neilsen, Emerson to petition the county commission to provide specifics on the proposed new tax structure for short term rentals, when its being implemented, enforced, by what method, and through what authority they are making the change. Motion approved by all members present and voting.

b. **Mailings-**Commission member Detlefsen requested that the City eliminate the need to send paper copies of the meeting packet out to Commission members in the mail. Due to changes at the postal office, it seems like completing the mailing on time is becoming a burden on staff, and a digital copy to review in advance suffices for him and asked other Commission members their thoughts. After brief discussion, it was determined that Commission members were o.k. with having a digital copy to review if there is a paper copy was available at the meeting.

Motion by Detlefsen, Neilsen to stop the packet mailings and just send out digitally and make hard copy available at the meeting. Motion approved by all members present and voting.

III. Reports & Communications

a. **Zoning Administration-** Otsea informed the Commission he had approved working on one sign permit, and one new short term since the last meeting.

b. **Other Reports-** Otsea also informed the commission that the full-time Community Development Planner is expected to start December 16th. An introduction will be made at the final

Motion by Emerson, Detlefsen to adjourn. Motion approved by all members present and voting

Meeting adjourned at 7:27 p.m.

Recorded and submitted by Justin Otsea, City Planner.