

## STILLWATER TOWNSHIP PLANNING COMMISSION

February 3, 2022 - Stillwater Township via Zoom – 7:00 PM

### Meeting Minutes

PRESENT: Chairperson Katie Driver, Planning Commissioners Robyn Stoller, Frank Countryman, Alan Robbins-Fenger, Dan Loveridge. Clerk Barbara Riehle, Town Board Supervisor Liaison Robert Geisen, Town Board Supervisor Sheila-Marie Untiedt and Planner Evan Monson.

### **REGULAR MEETING**

1. **AGENDA** – M/S/P Countryman/Stoller moved to approve the agenda as written. (5 ayes)
2. **MINUTES** - M/S/P Robbins-Fenger/Countryman moved to approve the 01/06/22 Planning Commission Regular meeting minutes as written (5 ayes)
3. **PLANNER** -
  - A. **Short-Term Residential Rentals** – The Planning Commission requested the Town Board support them in proceeding with drafting an Ordinance on this topic since the township does not have any Ordinance or rules addressing Short-Term Rentals at this time. At their January Town Board Meeting, Supervisors approved the continuation of discussions.

Planner Evan Monson gave a brief recap on this topic of discussion from previous meetings and the consensus was to move forward with enacting permitting and setting regulations for Short-Term Rentals.

“A short-term residential rental is a house that would be rented for a period of time of less than 30 days. In the last few years, homeowners have opened up their homes for rent online by visitors who typically rent for a week or weekend.

Planner Monson provided two drafts (Draft 1 – Permit through a License; Draft 2 - Permit through an IUP) in the meeting materials for review, which show what a potential ordinance would look like. There were Pros and Cons to each. Specific detail was provided in a Table Comparison in the staff report which included the following:

- Type of Permit required and how to obtain
- Length the permit would be valid (expiration date)
- Whether the Rental must be owner-occupied
- Whether the owner must be present during Rental
- Limit on # of days to rent
- Whether an inspection would be required.

In addition, Planner Monson further explained the differences between permitting versus licensing. There are different ways a use can be permitted. The Township has permitting through a license such as what is used for kennels. It can be permitted through a zoning permit, which could include a Conditional Use Permit (CUP), an Interim Use Permit (IUP), or a Certificate of Compliance (COC). An IUP and CUP would require review and approval from the Planning Commission and Town Board, whereas a COC or a license would be able to be issued administratively by staff. There could be requirements for inspections of the site prior to the issuance of the permit or license to ensure safety and building code standards are being met.

**DISCUSSION:**

Potential Ordinance Drafts were discussed and Planning Commission Members gave the following feedback:

- Meet our Township Vision Statement as well as the goals and policies outlined in the Comprehensive Plan.
- Commissioners like the IUP Draft Ordinance as a starting point and will work forward from that.
- Guests would still need to follow any local rules regarding noise, nuisances, illegal activity, safety, etc.
- Expiration guideline. A IUP does not transfer with property like a CUP does; we can require it to expire at transfer of land.
- Need for Notice to neighbors within a certain distance and/or Public Hearing.
- Work the verbiage to bring more closely to what stipulations are in place similar to Bed & Breakfast permitted uses.
- Further review Bed & Breakfast Ordinance.
- Limit # of licenses issued in total. Can we limit in “Zones”?
- Further review and research of Marine on St. Croix and other neighboring communities needed for comparison.
- Commissioners like the language and breakdown for Marine on St Croix which limits to 72 days per calendar year, also limits to 2 weekends in a month and limits to 14 days in each month.
- Allow Homeowners to supplement income with Short-Term Rental versus Business.
- Define “Owner” and remove reference to “representing persons, agents, employee or relative”.
- IUP negatives – result in more PC meetings and more extensive for the applicant.
- IUP - Expiration can be flexible 1-5 years.
- Objective criteria will need to be in place for PC review process.
- What does/will the application process look like?
- Restrictions? Desire to not overregulate.
- Planner Monson will reach out to the Marine on St. Croix Planner for input.
- Number of guests per occupancy versus gatherings/events. Could be defined by # of bedrooms.

- Planner Monson will provide additional examples to review at a future meeting.

Planner Monson and Clerk Riehle will communicate whether our next Planning Commission meeting will meet in March or April to allow for the time needed to gather more details and report back.

4. **OTHER BUSINESS** – No other business to report.
5. **TOWN BOARD LIAISON REPORT** – A report was given by Supervisor Liaison Robert Geisen.
6. **ADJOURNMENT** – The meeting was adjourned at 8:42 p.m.  
M/S/P Countryman/Loveridge (5 ayes)

Submitted by: Clerk Barbara Riehle