

**Planning Commission**  
**Regular Meeting Agenda**  
June 7, 2022 @ 6:00 p.m.

The Planning Commission will meet on Tuesday, June 7, 2022, at 6pm at City Hall.

Any or all members of the Planning Commission & public may potentially attend such meeting by Zoom Video Conference or in person.

Additionally, if attendance at the regular meeting location is not feasible due to the COVID-19 health pandemic/emergency declaration, pursuant to Minn. Stat. Section 13D.021, subd. 1(3).

Members of the public may monitor the meeting electronically from a remote location by joining the zoom meeting at:

Jennifer Sterbenz is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/83620693129?pwd=ZEFCM0xXcHlnVVpUT3RKeDI2UDBxQT09>

Meeting ID: 836 2069 3129

Passcode: 437207

One tap mobile

+16465588656,,83620693129# US (New York)

+13017158592,,83620693129# US (Washington DC)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 836 2069 3129

Find your local number: <https://us02web.zoom.us/j/kB3eAauGp>

**Planning Commission**  
**Regular Meeting Agenda**  
June 7, 2022 @ 6:00 p.m.

1. Call to Order
2. Approval of Agenda
3. Approval of Meeting Minutes: May 3, 2022
4. Public Discussion
5. Commission Business
  - a. Chapter 11 – Zoning Code Amendments
6. Staff, Attorney, and Commission Member Reports
  - a. Attorney Costley
  - b. Planner Sterbenz
    - Total Building Permits Issued in May 2022: 12
    - Total Construction Value: \$478,565.00
    - Total Permit Fees: \$4,350.45
  
    - YTD Construction Values as of May 31, 2022: \$705,597.04
    - YTD Permit Fees Collected as of May 31, 2022: \$6,649.35
  - c. Commissioners
7. Adjourn

*Next meeting is tentatively scheduled for*

**Tuesday, July 5, 2022 @ City Hall**

## Two Harbors Planning Commission

### Meeting Minutes

May 3, 2022

*Present:* Koehler, Swanson, Anderson (Zoom), Chapek, Glaser, Snowdon, Nielson, Swanson

*Absent:* Detlefson

*Other:* Sterbenz, Costley

*Next meeting:* June 7, 2022

---

#### I. Call to Order

Koehler called the meeting to order at 6:04 p.m.

#### II. Approval of Agenda

Motion by **Nielson** to approve the agenda. Support by **Chapek**. *Motion approved by all members present and voting.*

#### III. Meeting Minutes for April 5, 2022.

Motion by **Glaser** to approve the April 5, 2022 meeting minutes with changes (adding Nielson as present at the meeting via Zoom and amending the next meeting date to May 3, 2022). Support by **Nielson**. *Motion approved by all members present and voting.*

#### IV. Public Discussion

No public discussion was heard as the public hearing on STR had already occurred on April 25, 2022.

#### V. Business:

**A. Short-Term Rentals** – Council referred proposed STR ordinance back to the Planning Commission for review after feedback from public hearing on 4/25/2022. 1<sup>st</sup> reading of the ordinance amendment took place by the Council on 4-25-2022.

Motion by **Chapek** to keep the parking minimum as is in the proposed ordinance: 2 off-street parking spaces. Subd 6. F. Support by **Glaser**. Motion approved by Koehler, Nielson, Chapek, Glaser, Anderson, Snowdon. Swanson voted no. Detlefson absent.

Motion by **Glaser** to add “Bed & Breakfast” to Subd 4., if appropriate based on Two Harbors Zoning Code. Support by **Chapek**. Motion approved by Koehler, Nielson, Chapek, Glaser, Anderson, Snowdon, and Swanson. Detlefson absent.

Motion by **Swanson** to set the STR cap at 4% of previous year’s housing stock (2022 STR cap is 53 – based on housing stock of 1340) and to only permit STR in the B1 & B2 zones with an exemption for properties along 7<sup>th</sup> Avenue. Support by **Chapek**. Motion approved by Koehler, Nielson, Chapek, Glaser, Anderson, Snowdon, and Swanson. Detlefson absent.

Motion by **Nielson** to recommend the revised proposed STR ordinance amendment to the Council for the 2<sup>nd</sup> reading on 5-9-2022. Support by **Chapek**. Motion approved by Koehler, Nielson, Swanson, Chapek, Glaser, and Anderson. Snowdon abstained. Detlefson absent.

Discussion regarding delivery and response times for notices (Subd. 7. C. 1 and other applicable places in proposed ordinance). Commission desires to amend the notice requirements from 10 days to 20 days. Also add “recycling” to Subd 6. J.

**VI. Reports & Communications**

- a. **Zoning Administration** – No Report
- b. **Other Reports**- No Report

Motion by **Nielson** to adjourn. Supported by **Snowdon**. *Motion approved by all members present and voting.*

**Meeting adjourned at 8:03 p.m.**

***Recorded and submitted by Jennifer A Sterbenz, Community Development Planner***

DRAFT