



"Equal opportunity Provider & Employer"

508 Second Street, P.O. Box 277, Pepin, WI, 54759, Phone 715-442-2461

Emails: clerk@pepinwisconsin.org and treasurer@pepinwisconsin.org

PLANNING COMMISSION MEETING

Village of Pepin Municipal Building

Tuesday January 7, 2025 at 6 PM

MINUTES

1. **Call meeting to order** – Randy Kallstrom Called the meeting to order at 6 pm.
2. **Roll call** – Members present were Randy Kallstrom, Tom Latane, Kevin Sandwick, Dan Fedie, Pat Sandstrom, Mike Michaud, and Jeff Heit.
3. **Approval of Meeting Minutes from meeting on 10.02.2024** - Dan Fedie had some concerns about the accuracy of the numbers in the minutes regarding how much money the Village received from Room Tax from short term rentals but since the language reflects what was reported he would make a motion to approve the minutes from the 10/02/2024 meeting. Motion seconded by Tom Latane. Motion passes.
4. **Public Hearing - Regarding a request to rezone a parcel at 406 Washington Street. The request is to rezone the property from Public to Commercial** – There were no public comments regarding this item. Randy closed the public hearing.
5. **Discussion/Action - Regarding The request to rezone the property at 406 Washington from Public to Commercial** – Bill Stark explained that he wanted to use the pole barn on the property to store boats in it for a few friends at the condominium. He has about eight people that want to store their boat in there. No intention of becoming a full blown storage facility. Also longer term he wants to fix up the main building to perhaps be a Short Term Rental since there will be three wedding venues in the area. Since the property is zoned public, he wants to make sure that he can do what he wants to do with that property, so he is requesting this change to commercial.

Mike Michaud explained that although our zoning map shows this as public, there is no category called public in our zoning ordinance, rather the map shows a property "use" since the Township owned the property previously.

Tom Latane suggested we consider rezoning to Low Impact Commercial rather than Commercial and consider giving a conditional use permit for the boat storage in the pole barn. He didn't have a problem with the proposed use but was concerned about the long term if someone else owned the property. Mike Michaud pointed out that the zoning ordinance for Low Impact Commercial properties specifically prohibits boat storage as a use for that category. Bill Stark stated he did not have a preface for how we zoned the property as long as he could do what he requested in his letter. There was discussion about the zoning on nearby properties is mostly residential and that the future short term rental use that Bill is proposing would fit that zoning category. Mike Michaud made a motion to rezone the property at 406 Washington St. to residential and to grant a conditional use permit to Bill Stark to operate a boat storage facility inside the pole barn building located on the property. Motion seconded by Tom Latane. Motion passes.

6. Public Hearing Regarding a request for a CONDITIONAL USE PERMIT under Chapter 115 regarding a license to operate a Short-Term Rental at 213 Locust St.

There were no public comments regarding this item. Randy closed the public hearing.

7. Discussion/Action - Regarding a license to operate a Short-Term Rental at 213 Locust St. – Mike Michaud asked Patty about the Title to the property. It shows that Patty owns the property personally in her name. She confirmed that is so.

He said that some of her application paperwork indicates some place where an LLC called Little Sisters Retreat LLC would be involved. Patty explained that the LLC is not yet established, that she put the property in her name to purchase it and then intended to establish that LLC. She stated that the property is not up and functioning as an Air B&B yet, but yes, she has had some friends staying there, but the business part of this has yet to be established. She has an existing Air B&B site that she will be working with. She has to make an appointment yet with her attorney to get the LLC established.

Mike stated that we issue licenses to the property owner but asked if she intended to have that LLC act as the operating entity for the Short Term Rental? She said yes, but it is not formed yet. The paperwork is not clear about the operating entity. Mike said there is a question about whether the application is filled out correctly. He said the application is Blank about the business operating entity.

Mike asked for clarification on the occupancy level requested. The application says eight to ten people. Patty stated eight would be the requested number. Dan Fedie asked about the drawing she submitted that showed parking on Locust Street. Patty stated that she could get three to four cars in the existing driveway and has the restaurant right next door for additional parking.

Mike asked if she planned to use a marketplace entity to advertise her place. Patty stated she would use Evolve, the entity that has been managing it. She also stated that Evolve would be the entity filing the room tax reports. Jeff Heit pointed out that the application is missing some necessary contact information.

Dan Fedie asked about the three bedrooms in the basement that are shown in her drawing. Patty clarified that there are a total of three bedrooms. She intends to add another bathroom in the future.

Mike asked Patty to explain a document in our packet that indicates someone posted a review on the internet about their stay at this location on December 8th, 2024 after she bought the property. She indicated that this booking was created when the property was owned by the prior owner, it would fall under his license, his license goes until April 2025. When she contacted these people, to cancel, she discovered that she had met them before at the Pickle, that she is friends with them, they are out of Rochester and live in Lake City, they posted that review. She called them and canceled the reservation but let them stay there, but they had to clean it. She said she had three bookings, two plus this one that was booked prior to her owning the property. Mike Michaud stated that the previous owners' license expired when he sold the place. Patty said she understands that now. Mike asked if she understood that she can't rent the place until after the Board approves the license. She says she understands that now. Randy stated he had talked to Patty, and he asked her to confirm that no money had changed hands on these three rental occasions. She said that is correct.

Jeff Heit made a motion to recommend to the Board that we accept her application for a Conditional Use Permit for a short Term Rental License, with the condition that she get with her attorney and clarify the name of her business, get the application necessary information, with a replacement drawing with the right designation of bedrooms and clarification that parking will be off street in the driveway. Pat Sandstrom Seconded the motion. Motion passes.

8. Discussion/Action on possible changes to Chapter 115 Short-Term Rentals -

Regarding possible need for Chapter 115 Short term Rentals ordinance changes due to changed circumstances regarding High-Speed Fiber availability throughout the Village and increased wedding venue activity.

Mike stated that the Commission is still in the data gathering mode. There is a slightly revised table now showing the count of STRs, twenty locations in residential zone, six in commercial zone. Twenty two Dwelling Units in residential zone, ten in commercial zone.

We also have information on the cash flow to the village from room tax receipts that shows the amount of money that comes in from room tax

receipts. Also, a letter from Jeff Pellegrom showing some additional information regarding national and local STR data. His data shows that out of the 481 homes in the Village, twenty are STRs, amounting to only 4% of the housing stock.

Mike stated that he has contacted the Swift Current folks to find out how many customers have actually signed up for their service. They indicated that there are 153 locations in the village that have requested their service. These are all types of properties, not just residential. We also do not know how many already have a service and are switching to this new provider. This means that less than 30% of our residential homes are using this new service.

Pat Sandstrom stated that all the STR's in town all have Internet already, and the attendance at the school is increasing, not decreasing. We also have no complaints about STRs. She asked whether we could afford not to have these STRs bringing in money to the Village. Mike M. said that there are differing opinions in town about the impact of STRs and this is why we are having this investigation to get a common set of facts about the issue.

Randy discussed the data in the packet that the Treasurer and Clerk put together about the number and impact from Snowbirds in the Village. The water use data from first quarter water billing data shows that we have 51 snowbirds and 26 STRs in the Village that use little or no water during that quarter. Even though we get the base charge we don't get revenue from usage from these folks.

Mike pointed out that the utility base charge covers the fixed costs of having the system, paying the loans etc., and the water usage charge covers variable costs like pumping the water. Mike also pointed out that together these snowbirds and STRs are impacting our availability of housing stock for full time residents.

There was a discussion about the Planning Commission's role in implementing our Comprehensive Plan in terms of how these STRs fit or do not fit into the vision for Pepin in that plan. The need for a fence ordinance was discussed as an example of the need to regulate with ordinances such that the Village growth is consistent with that plan. Dan Fedie pointed out that there are other things that could be addressed in ordinance like density of STRs, their impact on two way street traffic, or regulating garbage disposal cans being left on the streets.

Mike pointed out that we know that there are 153 locations in the village that have signed up for the service. We don't know how many had Internet already, or whether they could not get high speed service before and can now. The question is whether the availability of the new service by itself is

enough incentive for someone to consider starting a new STR.

After some discussion Pat Sandstrom made a motion to recommend to the Village Board not to make any changes to the Short Term Rental ordinance because of the new high speed Internet or the new wedding venue. The motion was seconded by Kevin Sandwick. Motion Passes.

9. **Discussion/Action regarding updates to the Village Zoning Map** – Mike presented a new list of the items that need to be addressed on the existing map based on our last meeting. As time goes on as we figure out a recommended fix to the map, we can complete this list and turn it over to the county to make the changes.

He discussed the question of a base map we could use and presented a version of the GIS based zoning map that Roy Forsstrom created back in 2021. He explained that the program that was used to create our existing map was a CAD based program. The county does not have the ability to work with the CAD program to make changes. They can work with the GIS program that Roy used to create the 2021 zoning map. He thought we might be stuck using the county GIS version of the Village map as our base. Tom Latane stated that we just need to be able to have a map where a property owner could look at them and see how his property is zoned.

Jeff Heit stated that we need a process where when the Board makes a zoning change it gets sent to the county and they update that zoning map. Discussion of whether we needed to show Block numbers and lot numbers on the new map. Mike pointed out that we would likely zone by property ownership, not block or lot numbers.

Discussion of our "To Do" list items, and how we would get the county to get started. We would need the board to authorize a contract with them for an hourly rate. We could use Roy's base map from 2021 if the county has it. Discussion of the Public lots. We are going to write a new section of text in the Zoning Ordinance that describes what uses there can be in a public Zone. We decided to make the lots west of 406 Washington St. to be zoned as residential. There was discussion about going forward when someone requests a zoning change, there would be a fee to update the map using the county services.

Jeff Heit made a motion to get board approval to hire the county to work on our zoning updates using Roy's 2021 map as a GIS base map and doing the work on a time and material basis. Seconded by Dan Fedie. Motion passes.

10. **Set next meeting date** – To be determined.

11. **Adjourn** – Randy Kallstrom made a motion to adjourn, seconded by Kevin

Approved: 03-27-2025

Posted: 03-31-2025

Sandvick. Motion passes.

Mike Michaud - Secretary