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PLANNING COMMISSION MEETING

Village of Pepin Municipal Building
Thursday October 26, 2023, at 6:30 pm

Amended MINUTES

1. **Call meeting to order** - Randy Kallstrom called the meeting to order at 6:30 pm.
2. **Roll call** – Members present, Randy Kallstrom Tom Latane, Dan Fedie, Mike Michaud. Not present Toni Raethke. Also present - Roy Forsstrom, Jeff and Mary Pellegrum.
3. **Approve Meeting Minutes** – Review and approval of the following meeting minutes.
 - a. 03.14.2022 – Tom Latane moved approval of minutes from 3/14/2022. Seconded by Mike Michaud. Motion passes.
 - b. 08.11.2022 – Dan Fedie moved approval of the 8/11/23 meeting minutes, seconded by Tom Latane. Motion Passes.
 - c. 06.08.2023 – Mike Michaud moved approval of the 6/8/23 meeting minutes. Dan Fedie seconded the motion. Motion passes.
4. **PUBLIC HEARING** - An Application under Chapter 115 for a CONDITIONAL USE PERMIT regarding a license to operate a Short-Term Rental at 306 7th Street, a Residential parcel. The application is submitted by Julia Palokangas of Minneapolis, MN.

Roy Forsstrom introduced the details of the application. This location was licensed previously, now the property is being sold to another entity. No representative of the Applicant was available. Roy informed the Commission that all property owners within 250 ft had been sent letters regarding the application via US Mail. No member of the public came forward to provide comments. Mike Michaud moved to close the Public Hearing on this matter. Motion seconded by Tom Latane. Motion passes.

5. **Discussion/Action on the Conditional Use permit for 306 7th Street** - Roy provided his recommendations of limiting occupancy to 8, number of cars to four, no overnight stay in RVs on site, and that the Permit be limited to this operator for as long as they maintain their Village license in good standing.

There was discussion around the occupancy levels and the number of bedrooms requested. The occupancy now requested is reduced to ten, lower than the previous license. Mary Pellegrum suggested children should not be included in the 10-person limit. There are five bedrooms. Plenty of off-street parking. Mike Michaud made a motion to recommend granting the Short Term Rental License at 306 7th St to Julia Palokangas doing business as Wildflower Cottage LLC, with the occupancy limited to ten guests, with a requirement that all vehicles should be parked off street, that any RV

vehicles parked on site not be used for additional guests, and for a term as long as they maintain their Village License and State License in good standing. Tom Latane seconded the motion. Motion passes 4-0.

6. **PUBLIC HEARING-** An Application under Chapter 115 for a CONDITIONAL USE PERMIT regarding a license to operate a Short-Term Rental at 902 4th Street, a Residential parcel. The application is submitted by Daniel Teresi of Mokena, IL.

Roy Forsstrom introduced the details of the application. There are now two bedrooms upstairs previous owner listed three. The room in question upstairs does not pass the building code requirements to be considered a bedroom. Mary Pellegrum said she agreed that if this room does not meet code, it should not be counted as a bedroom. This location has been licensed previously, now being sold to another entity. No representative of the Applicant was available. Roy informed the Commission that all property owners within 250 ft had been sent letters regarding the application via US Mail. No member of the public came forward to provide comments about conditions for this request. Applicants are in the process of purchasing the property with a closing scheduled for November 6th. Jeff Pellegrum stated that it is a good policy to be able to consider this license issue before the close of the sale.

Applicants propose six guests, plenty of off-street parking, and alley access to the back yard area. Roy also suggests the limitation of no RV use for overnight additional guests at this location. Some discussion about the dead ash trees in the back yard. Mike Michaud stated that perhaps the fire inspection could determine whether or not there is an existing hazard. At this point Randy made a motion to close the Public Hearing portion of the meeting on this item. Motion seconded by Mike Michaud. Motion passes 4-0.

7. **Discussion/Action on the Conditional Use permit for 902 4th Street** – Tom Latane questioned whether this motion should also include a reference to all off street parking like the other one. Mike Michaud made a motion to recommend granting Dan Teresi a Short-Term rental Conditional Use Permit for 6 guests, with off street parking for all guests, that no guests are allowed in RVs parked on site, that the license become active upon proof of ownership, the permit is for as long as they keep the Village license and state license in good standing. Mike added that there is a limit of two bedrooms **on the second floor** in his motion. Dan Fedie seconded. Motion passes 4-0.

8. **Adjourn** – Randy made a motion to adjourn, seconded by Dan. Motion carries.

Mike Michaud