

**Town of Townsend**  
**Comprehensive Planning Commission Meeting**  
**Tuesday, July 6, 2021**

The Comprehensive Planning Commission for the Town of Townsend was called to order at 5:00pm on Tuesday, July 6, 2021 by Chairman Tim McGuire

Commission members present: Dan DeMoulin, Joanne Jones, Linda Adamczyk, Dave Exferd, Linda Ziegler, Tim McGuire, Ken Schwebke – 6 citizens

Confirm proper posting of meeting notices: the notice was posted at the Townsend Town Hall, Laona State Bank, Townsend location, Townsend Post office and [www.townsendwisconsin.org](http://www.townsendwisconsin.org), on Tuesday, June 29, 2021 and emailed to board members and additional copies were available at the meeting.

Approve May 4, 2021 Minutes: Motion made to accept by Jones, 2<sup>nd</sup> DeMoulin – M/A

Discussion of Short-Term rental procedures (STR) – McGuire prefaced this discussion that the Town of Townsend board ensured this committee with collecting information and making recommendations regarding this situation. McGuire asked the public for their input.

Monica Zeller stated that the town should be proactive in coming up with an ordinance to regulate the safety of the residence that may live next to these rental properties. Fire regulations, parking and overcrowding need to be addressed as well as how to enforce regulations. John Zeller said these STR's are businesses and should be subject to the same fees/taxes as resorts/hotels.

Kathleen Marsh wants to ensure the safety of residences next to a commercial business on a private road. How to limit vehicular traffic. Rental property can add additional pressure to the Fire Department, Rescue Squad, and landfill. She would like to see all parties come together to brainstorm.

Commissioner Schwebke stated that he just started to rent on AIRBNB. He had to go through a background check and register with the State. The state will be sending a Sanitarian to check his rental. He provides a book that describes the “do’s and don’ts” at his rental, along with retail and recreational outlets in the area. How do we ensure all renters are as conscience and able to qualify their customers? We need to figure out how to keep an eye this and make sure the renters understand our goal.

Ed Erickson agrees with Commissioner Adamczyk that the 7-towns Committee need to put pressure on Oconto County to help enforce and implement a process.

Adamczyk stated that she has cleaned cottages for over 20 years, and is often asked by her customers about the status of the cottage. She has a concern that if a family splits a place between their families, how is this determined it is not a STR?

McGuire surmised that this was the 1<sup>st</sup> meeting to discuss what needs to be identified. Community safety is priority. The Planning Commission will take all of these concerns in consideration and bring them to the town board. We may have to pressure the county to help address this. An ordinance would be the fastest solution, however, this will still take a while, since it would have to be checked by the town's lawyer.

There was no other business.

The next meeting will be Tuesday, August 3, 2021 @ 5pm

Jones made the motion to adjourn at 5:54, 2<sup>nd</sup> by Adamczyk – M/A

*Minutes approved August 3, 2021  
Secretary Linda Ziegler*