

Town of Liberty Grove
Minutes of the Plan Commission & Special Board meetings on July 26, 2023

Agenda:

1. Call to order
2. Declaration of quorum
3. Adopt agenda
4. Approve minutes: 7-12-23
5. Short-Term Rental Ordinance
6. Correspondence
7. Future meeting dates
8. Adjourn

Chairman Nancy Goss called the meeting to order at 6:00pm. Commissioners Dan Watts, Cathy Ward, Cheryl Culver Bill Surbaugh, and Anne Miller were present with Town Board members Janet Johnson and Billy Appel. Also attending was Administrator Walter Kalms, Clerk/Treasurer Anastasia Bell, 7 members of the public and Town Attorney Jared Walker Smith. Commissioner Paul Bokelmann was excused.

Miller moved, Surbaugh second to approve the agenda as posted. Carried 8-0.

Culver moved, Ward second to approve the 7/12/23 Plan Commission minutes as provided. Carried 6-0.

Short-Term Rental Ordinance – The draft ordinance was reviewed, and the following changes were requested to be made:

- “a” vs “an” before “STR” abbreviations.
- Section 5(A)(16) – remove agent from this section. They will acknowledge acceptance of role on the application.
- Section 5(B)(1) – separate license per unit for monitoring/suspension. The Board can consider a scaled fee for multiple units on one application with minimum commonality of ownership.
- Section (6)(B)(2) – Calendar year period and remove clerk notification.
- Section (6)(D) – children under 6 are not included in occupancy calculation for POWTS.
- Section 6(N) – add reference to DATCP Ch 72.16.
- Section 7(I) – provide non-emergency numbers on the application.
- Section 8(B) – add “County” since they collect Real Estate Taxes for the Town.
- Section 11 – remove “subsection” in titles.
- Section 12 – Board to evaluate actual costs involved with application and monitoring. The fee may need to be adjusted over time. Best to have one license per unit.

Correspondence – One letter regarding STR.

The next tentative meetings will be 8/9/23 and 8/23/23 at 6:00pm.

Miller moved, Goss second to adjourn at 7:52pm. Carried 8-0.

Anastasia Bell, Clerk/Treasurer

Approved at the August 9, 2023 Plan Commission meeting.

Approved at the September 6, 2023 Town Board meeting.