# Planning Advisory Commission
# July 23, 2026
# IUP-26-001

POPECOUNTY MINNESOTA

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## STAFF REPORT

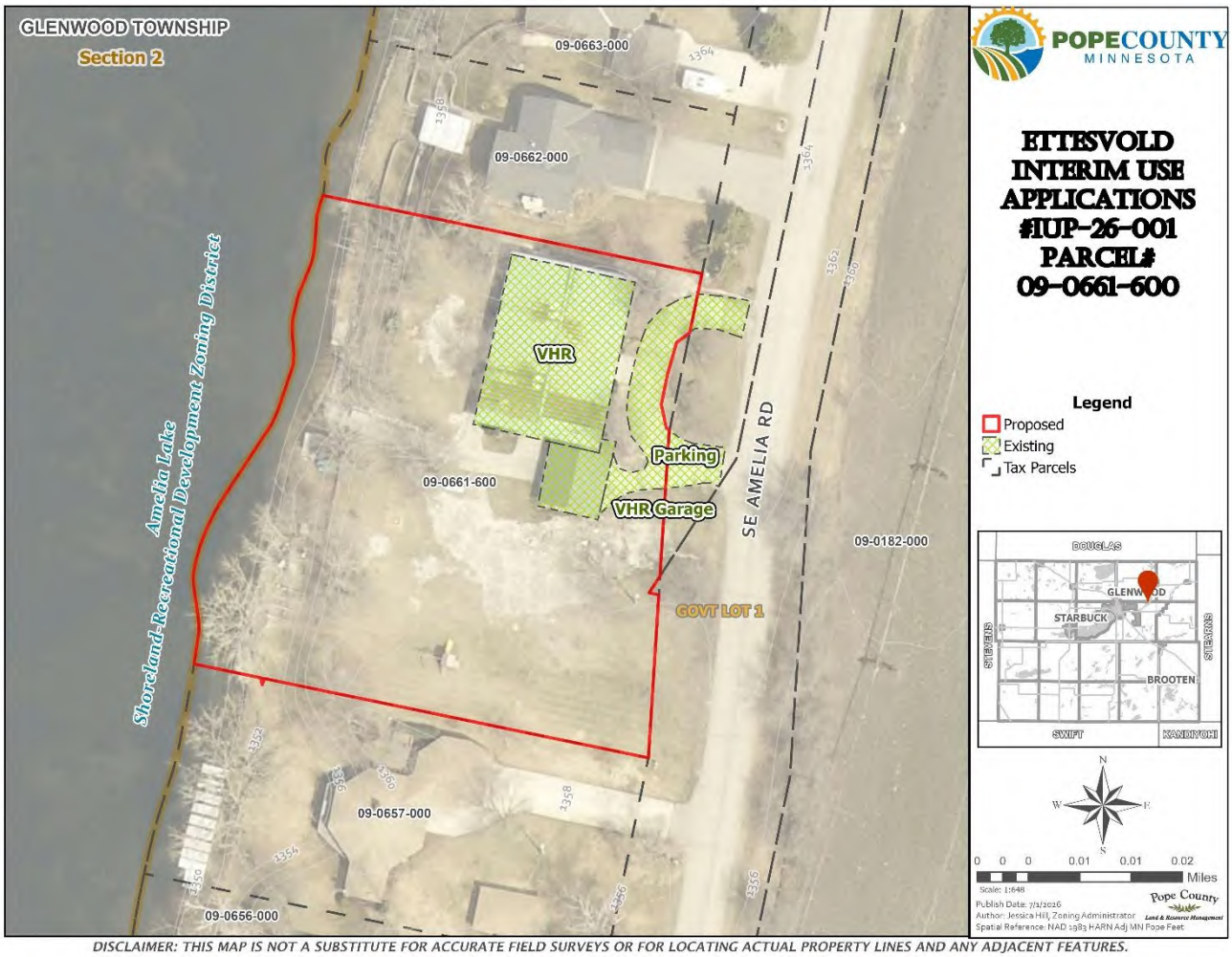
### Applicant Information

**Applicant:** Maren & Josh Ettesvold

**Application:** Interim Use Permit (IUP-26-001)

**Zoning:** Shoreland-Recreational Development (S-RD)

**Location:** Lots 1, 2 and 3 of Reents Highview Addition, and part of Lot 24 of County Auditor Subdivision Number 12, Section 2, Township 125 (Glenwood), Range 37, Pope County, Minnesota.




DISCLAIMER: THIS MAP IS NOT A SUBSTITUTE FOR ACCURATE FIELD SURVEYS OR FOR LOCATING ACTUAL PROPERTY LINES AND ANY ADJACENT FEATURES.

## Background

The applicants request approval to continue operating the existing Vacation Home Rental through issuance of a new Interim Use Permit. It is currently approved as a vacation rental limited to eighteen (18) person occupancy. Historically the property has accommodated larger groups. Any advertising and occupancy shall remain limited to the maximum occupancy permitted by the Pope County Land Use Controls Ordinance, the approved septic system design capacity, and the Horizon Public Health license, whichever is more restrictive. Lake Amelia is designated as a Recreational Development lake. Vacation Rental use in the Shoreland-Recreational Development (S-RD) zoning district is permissible but must meet the performance standards identified in section 10.30.

## Applicable Statutes

### Local Ordinance

- Pope County Land Use Controls Ordinance
  - Section 4.3 Shoreland – Recreational Development District (S-RD)
    - 4.3.2.C. Campgrounds, resorts, motels, and vacation rental properties (subject to Section 10.30.3.2.b.)
  - Section 10.30 Vacation Home Rental (VHR)
  - Section 11.5 Conditional & Interim Use Permit

### State Statute/Rule

- Minnesota Statute Chapter 394 Planning, Development, Zoning *(enabling legislation)*
- Minnesota Administrative Rules Chapter 6120.3300 *Zoning Provisions*
- Minnesota DNR Model Shoreland Ordinance

## Staff Comments

The Ettesvold property (Parcel No. 09-0661-600) is located on the east side of Lake Amelia. JME purchased the property in 2015. The parcel was two separate parcels (09-0661-000 and 09-0659-00) which were combined at the end of 2025, making the resulting parcel (09-0661-600) a conforming lot size for the Shoreland-Recreational Development zoning district at 43,812 square feet, where 40,000 square feet is required.

The property owner has been permitted for a Vacation Home Rental since September 2021 (IUP-21233) for over 12 overnight guests, and has since remained in compliance with Section 10.30 of the Pope County Land Use Controls Ordinance.

A Type III, 900 gallons per day, 6 bedroom septic system with a pressure bed drainfield was approved, installed and inspected in 2022. The septic system was found to be compliant and a Certificate of Compliance was issued (expiration is 25 May 2027). A septic system operating permit was initially completed in 2021 (SEW-21281), and subsequently was renewed in 2023 (SEW-23189), 2024 (SEW-24188), and 2026 (SEWOP-26-001).

The property also holds a current license through Horizon Public Health for a maximum overnight capacity of 18 people and maximum number of people permitted to be on the property of 36.

Since the initial permitting of the Vacation Home Rental in 2021, the Land & Resource Management office has not received any public complaints in regard to the Vacation Home Rental.

## Staff Recommendation

***Approve with Conditions***

Based on the findings of fact presented in this report, staff does not object to a recommendation of approval of the application to the County Board conditioned upon:

1. The Interim Use Permit being in effect for a period of 10 years.
2. The Interim Use Permit being nontransferable.
3. Overnight guest occupancy shall not exceed the most restrictive limit established by the approved septic system design capacity, Section 10.30 of the Pope County Land Use Controls Ordinance, or the current Horizon Public Health license.
4. The permit holder shall maintain a valid Horizon Public Health license and any required SSTS operating permit throughout the duration of the Interim Use Permit.
5. That failure to meet any of the conditions listed above or any of the identified Performance Standards in Section 10.30.3 of the Pope County Land Use Controls Ordinance may result in revocation of this permit following procedures established by and listed in the Pope County Land Use Controls Ordinance.
6. That the applicant/property owner is responsible for compliance with all regulatory standards including from Township, County and State Agencies.

## Staff Findings

The Staff offers the following findings:

1. **The project is in compliance with the setback and other provisions of this ordinance unless a variance has been granted:**

   ***Finding:*** The proposed use is capable of complying with the Pope County Land Use Controls Ordinance, and approval is expressly conditioned upon continued compliance with all applicable ordinance requirements.

2. **The use is not in conflict with the County Comprehensive Land Use Plan:**

   ***Finding:*** The current Comprehensive Plan includes goals that state a recognition of diverse and existing land uses throughout the county. It is noted that not all uses are compatible and that there should be consideration as to separation, siting, development requirements and operating standards. The Comprehensive Plan also states that the ground and surface water resources should be protected for future use and enjoyment and that there should be ample overview, regulation and standards to prevent activities that are not sound from an environmental perspective. Based on the location of the vacation rental operation including distance from sensitive environmental features, roadway and neighboring properties, the proposed use is not in conflict with the County Comprehensive Plan.

3. **That the use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, not substantially diminish or impair neighborhood property values in the area and will not interfere with the best interest of the surrounding area or the community as a whole:**

   ***Finding:*** The proposed use is permitted within the zoning district through an Interim Use Permit. The property has operated under an Interim Use Permit since 2021 without documented complaints, is served by a compliant SSTS, and is licensed by Horizon Public Health. Based on this operating history and the proposed conditions of approval, the use is not expected to substantially diminish neighboring property use or interfere with the surrounding area.

4. **The use will not create an excessive burden on parks, schools, streets, water supply, public drainage systems and other public facilities and utilities which serve or are proposed to serve in the area:**

   ***Finding:*** This land use is not expected to have any negative impacts on public infrastructure.

5. **The structure and sites shall have an appearance that will not have an adverse effect on adjacent properties:**

   ***Finding:*** The site is expected to remain neat and orderly in appearance.

6. **The road on which the project is proposed is adequate to handle increased traffic during operation, and that the use will not cause traffic hazards or congestion:**

   ***Finding:*** The existence of the vacation rental property is not likely to have any impact relating to traffic or use of the roadway system.

7. **Existing businesses nearby will not be adversely affected because of curtailment of customer trade brought about by intrusion of noise, glare, odor, or general unsightliness:**

   ***Finding:*** There should not be any negative impacts related to the intrusion of noise, glare, odor or general unsightliness upon nearby existing businesses.

8. **That the establishment of the use will not impede the normal and orderly development and improvement of surrounding vacant property uses predominant to the area:**

   ***Finding:*** The predominant neighboring land use is shoreland recreational/residential in nature. The proposed vacation rental property will not interfere with that use.

9. **That adequate utilities, drainage and other necessary facilities have been or are being provided:**

   ***Finding:*** Adequate utilities and an approved compliant subsurface sewage treatment system currently serve the property and support the proposed use.

10. **That adequate measures have been or will be taken to prevent or control rodents, insects, offensive odors, fumes, dust, noise, and vibration in order that none of these will constitute a nuisance, and that adequate measures have been or will be taken to prevent negative impacts on surface water, groundwater, and air quality, and that measures have been taken to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result:**

    ***Finding:*** Compliance with Section 10.30 of the Pope County Land Use Controls Ordinance, the Horizon Public Health license, the approved SSTS operating permit, and the conditions of this Interim Use Permit provide enforceable operational standards intended to minimize noise, lighting, refuse, parking, water quality impacts, and other potential nuisance conditions.

# REPORT APPENDIX

- **Routing Sheet** *(Comments, concerns and conditions)*
- **Public Notice**
- **Supplemental Information**
  - **Attachment 1:** *VHR Interim Use Permit Application (Maren & Josh Ettesvold, 15 June 2026)*
  - **Attachment 2:** *Submitted Site Plan (Maren & Josh Ettesvold, 15 June 2026)*
  - **Attachment 3:** *Project Narrative (Maren & Josh Ettesvold, 15 June 2026)*
  - **Attachment 4:** *VHR Cabin Layout (Maren & Josh Ettesvold, 15 June 2026)*
  - **Attachment 5:** *Site Visit Photos (L&RM Staff, 13 July 2026)*

# Routing Sheet

*Comments, Concerns and Conditions*

Agency

| | |
|---|---|
| MN DNR | No comment received. |
| Horizon Public Health | No comment received. |

County Department

| | |
|---|---|
| Assessor | No comment received. |
| Attorney | No comment received. |
| Emergency Mgt | No comment received. |
| Recorder | *COMMENTS: No Comments.* |

Township

| | |
|---|---|
| Glenwood | No comment received. |

Other Comments Received

***Public Comment Map:***

1. *Public Comments Received 9 July 2026:*

   Name: Rachel A

   Favorability: In Favor

   Comment: *As a neighbor we have not had any issues with the owners or their property. They are very respectful, great communication, and very approachable. They have great relationship with us and also with neighbors. I believe this property is a great asset to the lake.*

## Public Notice

**POPE COUNTY LAND & RESOURCE MANAGEMENT**
**POPE COUNTY COURTHOUSE**
**130 E. MINNESOTA AVENUE, SUITE 113**
**GLENWOOD, MINNESOTA 56334**
**(320) 634-7791**

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**POPE COUNTY PLANNING ADVISORY COMMISSION**
**NOTICE OF PUBLIC HEARING FOR**
**INTERIM USE REQUEST**

**Notice is hereby given** that a Public Hearing will take place in conjunction with the Planning Advisory Commission meeting to be held at 6:00 pm or shortly thereafter on Thursday, July 23rd, 2026 in the Pope County Courthouse to consider the following interim use request.

**Description of Request**: Interim Use hearing for an application by Maren & Josh Ettesvold (IUP-26-001, Parcels#09-0661-600) if granted would allow applicants to operate a vacation home rental where overnight guest occupancy exceeds 12 guests in a Shoreland-Recreational Development (S-RD) zoning district per section 10.30.3.2.b of the Pope County Land Use Controls Ordinance.

**Legal Description/Site Location:** Lots 1, 2 and 3 of Reents Highview Addition, and part of Lot 24 of County Auditor Subdivision Number 12, Section 2, Township 125 (Glenwood), Range 37, Pope County, Minnesota.

Public participation will include an opportunity to:

1) submit written concerns and comment prior to the scheduled meeting. All such communications will be shared with the Planning Advisory Commission prior to or during the meeting;
2) submit concerns and comments via Pope County's Public Comment web map (https://popecounty.maps.arcgis.com/apps/webappviewer/index.html?id=22a203912a864a77b4cdabe672e35e3f)
3) review the staff prepared report via Pope County website;
4) observe and/or participate in the proceedings of the Planning Advisory Commission meeting.

Interested parties and citizens may contact the Land and Resource Management office for further information as to how to participate in the meeting. ***Notices of Decision*** *will be posted* ***online*** *shortly after decision making at the following Pope County webpage:*

- *https://www.popecountymn.gov/land-resource-management/boa-pac-notices-of-decision/*

Thank you for your patience and consideration in this matter.

**Dated:** July 2, 2026
**By:** Jessica Hill, Zoning Administrator, Land & Resource Management

# Supplemental Information

## Supplemental Information Attachment 1:

***VHR Interim Use Permit Application***
***(Maren & Josh Ettesvold, 15 June 2026)***

IUP-26-001

# VACATION HOME RENTAL (VHR) PERMIT APPLICATION

POPE COUNTY MINNESOTA

L&RM FORM 30

S:\0- ADMIN\1. Forms\Form 30. VHR Application\L&RM Form 30 - VHR Application.docx

RECEIVED JUN 15 2026 By:

## VHR - LAND USE or INTERIM USE PERMIT APPLICATION

*A Vacation Home Rental (VHR) is a single family dwelling and/or related structure that is rented out on a transient basis for a charge. A transient basis shall be any period of time less than thirty (30) consecutive days.*

***All VHR's shall be licensed by Horizon Public Health and shall meet the requirements of the Pope County Land Use Controls Ordinance, Section 10.30.***

***Prior to submission of this application, please discuss your request with the Land and Resource Management department.***

### Applicant Information

| | |
|---|---|
| Applicant Name(s) | Maren + Josh Ettesvold |
| [redacted] | |

### Property Description

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Owner Name(s) | Maren + Josh Ettesvold | | | | | | |
| Property Address | 16053 SE Amelia Rd | | | City Glenwood | | State MN | Zip 56334 |
| Township Name | Glenwood | | | Section 2 | | Twp 125 | Range 37 |
| Parcel No. | 09 - 0661 - 600 | | | Associated Parcel No. | - | | - |

### Local Contact Information

*The rental owner, operator, or manager shall provide the name and phone number of a local contact at the time of licensing to the County, Horizon Public Health, local Police Department and display a placard on the residential structure with local contact information.*

***Any change of contact or contact information shall be noticed to the above parties within 10 days of the change.***

***The local contact must:***

a. *Be available 24 hours per day, seven (7) days per week.*
b. *Be able to respond by phone within 60 minutes and in-person within 120 minutes of notification.*
c. *Have administrative authority over the property and guests.*
d. *Have knowledge of the VHR, the property, rental and County rules, standards, and procedures.*

[redacted]



Pope County Land & Resource Management
130 East Minnesota Ave. | Glenwood, Minnesota 56334 |
Phone: (320) 634-7791 | Email: pub.lrm@popecountymn.gov
Website: https://www.popecountymn.gov/land-resource-management/

## Project Description

| | | |
|---|---|---|
| What Zoning District is/are the parcel(s) in? | ☐ Shoreland-General Development | |
| | ☒ Shoreland-Recreational Development | |
| | ☐ Shoreland-Natural Environment | |
| | ☐ Shoreland-Rivers & Streams | |
| | ☐ Residential | |
| | ☐ Non-Intensive Agriculture | |
| | ☐ Agriculture Protection | |
| | ☐ Commercial | **STOP – Vacation Home Rentals are NOT ALLOWED in this Zoning District** |
| | ☐ Industrial | **STOP – Vacation Home Rentals are NOT ALLOWED in this Zoning District** |
| Specify the number of vacation rental units per parcel: | ☒ One | Land Use Permit Required |
| | ☐ More than one | Interim Use Permit Required |
| Are there single vacation rental units on contiguous parcels (adjacent parcels) under common ownership? | ☐ Yes | Interim Use Permit Required |
| | ☒ No | Land Use Permit Required |
| Specify the number of overnight guests: | ☐ Less than 12 | Land Use Permit Required |
| | ☒ More than 12 | Interim Use Permit Required |
| Does the property have a compliant subsurface sewage treatment system (SSTS)? | ☒ Yes | ☐ Holding Tank **(STOP – NOT ALLOWED)**<br>☐ Type 1 System<br>Date of Compliance Expiration: 5/25/27<br>☒ Other, please specify: Type III |
| | ☐ No, please specify: | |
| What is the SSTS Design Capacity* for the property? | 900 Gallons per day | ***Please provide SSTS Design, Inspection Record and As-Built.** |



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Website: https://www.popecountymn.gov/land-resource-management/

## APPLICATION REQUIREMENTS

| The following must be provided: | | Description |
|---|---|---|
| 1. Permit Fees: | Land Use Permit | 1. VHR = $125 (3 yr permit) |
| | | 2. VHR Renewal = $75 (renewal after 3 yrs) |
| | Interim Use Permit | *Two separate checks (made out to Pope County) must be provided:*<br>*1. Application Fee = $500*<br>*2. Recording Fee = $46* |
| 2. SSTS Operating Permit, Application & Fees: | Has a SSTS Operating Permit Application been completed? | ☒ Yes<br>☐ No |
| | Have SSTS Operating Permit Application Fees been paid? | 1. VHR = $150 |
| | | 2. VHR Renewal = $30 |
| | If known, provide Operating Permit #: | |
| 3. Horizon Public Health License details: | License Number: | 2026 |
| | Total permitted overnight guest occupancy: | 18 |
| | Total number of persons permitted on the property: | 36 |
| 4. Please provide details of advertisement or web-based reservation service pages: | | www.vrbo.com/737217 |
| 5. Please provide the garbage and recycling service provider: | | West Central Sanitation |
| 6. Is all outside lighting hooded and directed straight down? | | ☒ Yes<br>☐ No |
| 7. Are all boundaries of the rental property visually demarcated by a fence, vegetation, landscaping, or other method? Please indicate method used. | | yes |
| 8. Site plan including, but not limited to:<br>a. Property lines;<br>b. Existing and proposed screening;<br>c. Guest parking;<br>d. Designated refuse containers;<br>e. Location and size of signage (no free-standing signs allowed);<br>f. Other requirements as deemed appropriate by the Administrator. | | *Please attach to this application upon submittal.* |



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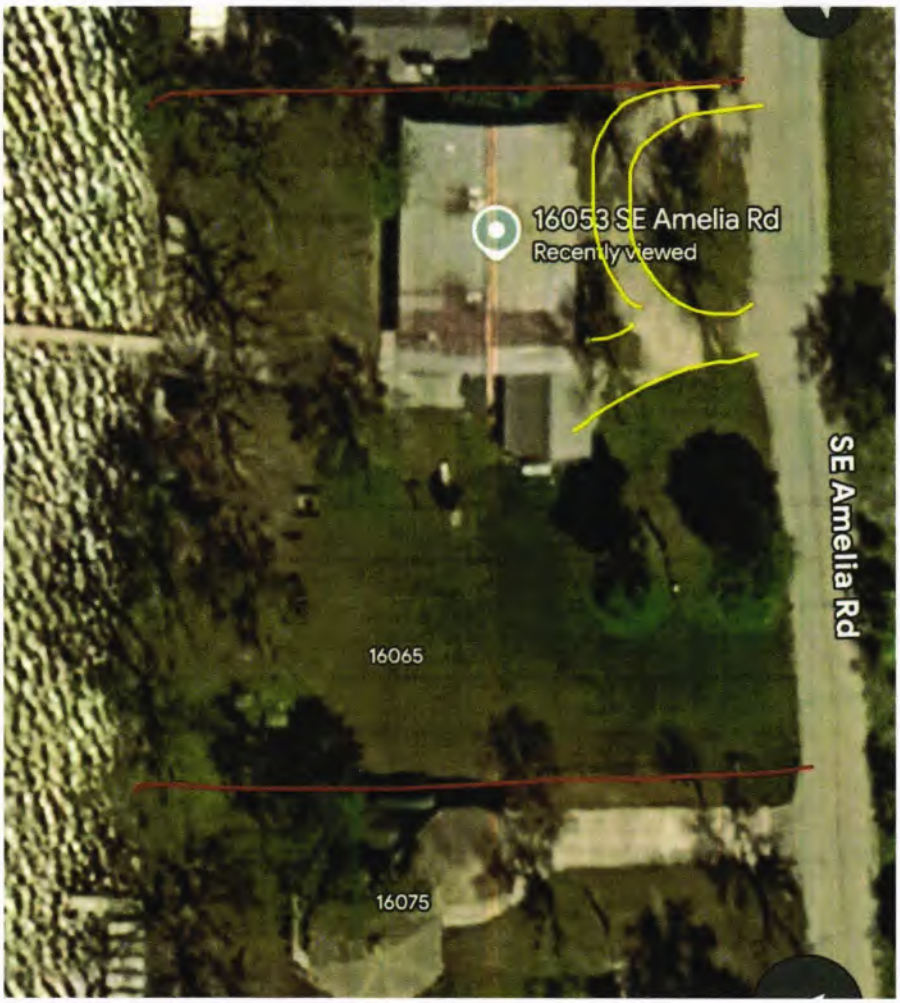
## Supplemental Information Attachment 2:

***Submitted Site Plan***
***(Maren & Josh Ettesvold, 15 June 2026)***

Guest Parking:

We allow our guests up to 6 cars and have room on our curved driveway and garage driveway on the east side of the home. See below highlighted in yellow

Property Lines: See below highlighted in red



## Supplemental Information Attachment 3:

***Project Narrative***
***(Maren & Josh Ettesvold, 15 June 2026)***

The Cabin on Amelia renewal of Interim Use Permit License with Pope County, MN

History:

Purchased The Cabin on Amelia in May 2015

Why Lake Amelia?

My husband and I were born and grew up in Granite Falls, MN. Growing up, I was able to go to a friend's cabin on Lake Amelia! Also, while growing up, my husband was able to go to his grandparents' cabin on Lake Minnewaska. We both had such amazing memories of summers at the lake, both in Glenwood/Pope County. We were lucky enough to know someone who had the ability to share their cabin to make those memories. We got married and moved to Phoenix, AZ in 1997.

We would go to visit our families in Minnesota each summer. In 2004, we were able to purchase a small 2-bedroom cabin, and our summers at Lake Amelia began! In 2013 we sold that little cabin. We missed it so! In 2015, our current cabin was for sale. At the time, the owners stayed in one side of the cabin and rented out the other side. We had toured it years prior and it was called "La Quinta." We knew what a blessing it was to go to the lake, so we decided to purchase it and rent out the entire property so that families like ours could make the same lake memories. We have used and continue to use the cabin for the month of July and rent it out to other families the rest of the time. In 2017, we purchased the lot next door and made it into 1 parcel/lot in 2025. Now, the property The Cabin sits on, is just a little over 1 acre.

Initially, we rented out year around, but in 2018 going forward - we open around May 1 - November 1. We are a weekly rental in June – August and a 2-night minimum in the spring and fall. We advertise on VRBO and have since 2015.

Our guests are provided with locally harvested wood for burning, a multitude of motorless lake toys, life jackets, and all the amenities of a home. We have 2-95 gallon trash containers and 2-95 gallon recycling containers with strict guidelines for trash disposal.

In 2021, we were made aware of the Pope County ordinance for vacation rentals that had gone into effect in 2020. We immediately moved forward with all of Pope County requirements, working closely with David Green and the team. We attended the public meeting in 2021, and our Interim Use Permit was approved for our vacation rental. Upon inspection, we needed to

upgrade our septic system and then our well and both were done spring of 2022. We continue to be licensed by Horizon Public Health and are in 100% compliance.

We are blessed with guests who come back year after year. Once someone rents, upon a good experience, they are invited to rent the same week for the following year. Of our 8 available weeks in the summer, 2 of the weeks, it will be their 12th summer staying at The Cabin. For the other renters, 5+ summers, with only 1 new this year. Our weekend rentals in the spring and fall are usually from VRBO and range from family time, retreats, fishing time, couples' weekends etc.

We ask each guest for their reason to rent TCOA and guest count etc. We do not allow bachelor or bachelorette style parties at the cabin. The primary guest who signs the rental agreement must be 25 years of age or older, provide a valid ID and take responsibility for their stay. Per Pope County ordinance, we collect addition information prior to their stay.

Below is a letter from one of the guests who will be joining us for their 12th summer...

*Dear Maren,*
*For the past eleven years, your lake home has been the heart of some of our most treasured family memories. Each year, as our family has grown to include our children, their spouses, and now our six grandchildren, this special place continues to bring us together in a way that feels both joyful and grounding.*

*From quiet mornings fishing off the pontoon to the laughter-filled excitement of tubing behind the jet ski, every moment is meaningful—but some of our favorites are the simple ones: evenings by the firepit, sharing stories and watching our granddaughters put on their unforgettable "performances" in the game room. The beach front/dock are for the girls to fish , the amazing kitchen and large capacity bedrooms for the 12 of us are an amazing blessing.*

*Your rental has given us more than just a place to stay—it has become a cherished tradition and a backdrop for connection, laughter, and love that we look forward to year after year.*
*With gratitude,*
*Don & Cynthia H*

Signage:

We have one wooden sign hanging (approximately 2.5' W x 2' H) on the front of the cabin without any lights attached.

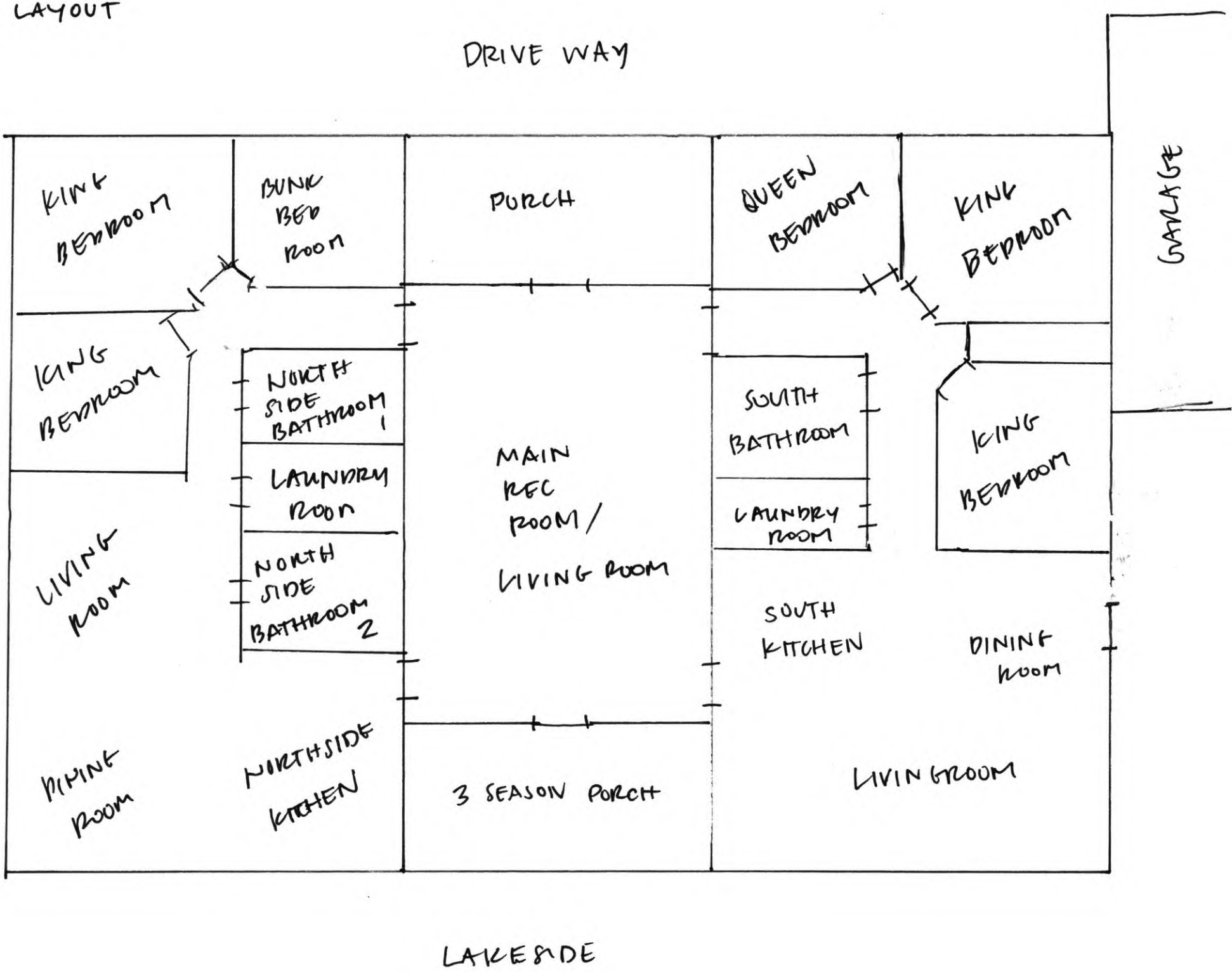
Designated Refuse Containers:

We have 2 – 95 gallon trash bins and 2-95 gallon recycling bins that sit on each side of the garage on the east side of the home.

## Supplemental Information Attachment 4:

***VHR Cabin Layout***
***(Maren & Josh Ettesvold, 15 June 2026)***

CABIN LAYOUT



## Supplemental Information Attachment 5:

***Site Visit Photos***
***(L&RM Staff, 13 July 2026)***

TELLURIDE