



## ***REGULAR PLANNING COMMISSION MEETING MINUTES***

***April 16, 2019 7:00 PM***

*(Recorded for Transcription Purposes Only)*

**CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL:** Chair Dave Johnson called the meeting to order at 7:00 PM and the Pledge of Allegiance was said. Roll Call: Those present: Vickie Kettlewell, Terry Quick, Scott Hendrickson, Dave Johnson, Board Liaison Yvette Adelman-Dullinger, Colleen Putnam, Deputy Clerk and Jenna Ruggles, Deputy Clerk. Sign-In sheet attached.

**Agenda:** Scott Hendrickson moved to **approve the amended agenda**, seconded by Vickie Kettlewell and the motion carried.

### **Minutes:**

**March 14, 2019 Regular PC Meeting amend/approve:** Scott Hendrickson **moved to approve the minutes as presented**, seconded by Vickie Kettlewell and the motion carried.

**Public Input:** The following residents were in attendance to voice their concerns again regarding the short term rental property located at 12332 26<sup>th</sup> Ave. SW, Pillager and also to inform the PC members there is another property in their area that is being remodeled and will be used for a short term rental property.

Laurel Reese – 12110 W Sylvan Dr. SW Pillager MN

Beth Peters – 12272 W Sylvan Dr. SW Pillager MN

Mary Burns – 12369 Lower Sylvan Rd SW Pillager MN

Beth Peters had emailed a copy of Lakeshore's Ordinance regarding short term rentals. Dave stated copies would be made for the PC and Town Board members. Dave informed the residents the Board will be meeting with the Planning Commission members on July 11, 2019 to discuss short term rentals and if short term rentals should be a conditional use. The residents stated July is too late to start discussing this and are concerned regarding the issues they had last summer and have concerns regarding the new residence that is being remodeled and turned into a short term rental. Dave stated a letter will be sent to that residence informing them short term rentals currently fall under Conditional Use Permit under the Sylvan Commercial Ordinance. Yvette Adelman-Dullinger will take it back to the Board to see if the joint meeting could be moved up regarding the short term rentals.

**Corner Store Depot – Corner Store Auto Sales:** Chad Knutson, owner of the Corner Store Depot would like to add a small auto dealership in addition to the existing business, displaying no more than 6 vehicles. Chad stated he would like to relocate one of the previous approved storage buildings which would be built to the North of the TNT Auto Repair Body Shop. The building would be used for storage of cars, car parts and company equipment. Chad stated he would also be adding a new sewer system. There was discussion regarding down lighting on the new building and the current storage units. Chad stated he would change the

current lighting on the storage units to down lighting and the new building would have down lighting. There was also discussion on signage for the auto sales. The sign would have a maximum of 10 sq. ft. and would be internally lighted and possibly turned off after business hours. The Planning Commission members stated an amendment to the current CUP would be appropriate. After further discussion regarding facts, findings and conditions **Scott Hendrickson moved to send the facts, findings and conditions on the Corner Store Auto Sales to the Town Board and recommends the Town Board approve the amendment to the existing Conditional Use Permit**, seconded by Vickie Kettlewell. The question was called and the motion carried.

**Ben Forland – Central Lakes Motor Sports:** Ben Forland is present tonight as he would like to move his business from the current location in Brainerd to his residence on Little Pine Road and he is requesting a permit to do this. Tane Barclay and Dave Johnson did a site visit. He currently sells 4 wheelers; side by sides; snowmobiles and skid steers. Ben stated he is looking to down size his business and move everything to his residence. Ben stated he will not be having many retail customers on a daily basis; it would be appointment only. Most of his business will be done online regarding sales. They will be bringing the piece of equipment for sale to their residence, repair if necessary, take a picture of the item and place the picture of the item online. The equipment will then be put in the shop until picked up or delivered. They will be putting up a fence to screen any equipment outside. No new buildings are proposed and may have up to 5 employees. There was discussion regarding his test track concerning noise. Ben stated they have used the track and never had any issues with the neighbors. There was also discussion regarding the location as to whether it was compatible with the surrounding area. After further discussion regarding facts, findings and conditions the Planning Commission members decided this would be a conditional use permit and a public hearing would need to be held. **Scott Hendrickson moved to recommend the application for Central Lakes Motor Sports Conditional Use Permit go to the Town Board for a Public Hearing**, seconded by Vickie Kettlewell. The question was called and the motion carried.

**Kris Foy – Foy’s Custom Cabinetry:** Kris Foy is present tonight as he would like to open a cabinet shop in a residential area. The shop would be located at 13698 11<sup>th</sup> Ave. SW Pillager MN. Kris stated he would be putting up a 40’x72’ building on 2.8 acres. Dave Johnson and Tane Barclay did a site visit. Kris stated he currently does not have any employees but may have 2 in the future. All noise would be inside the building. There was also discussion on where he would park his trailers which could be put in the back of the building. The Planning Commission members discussed his signage, which would be a maximum of 10 sq. ft of signage. Kris will need to have his application, checklist and a preliminary drawing of the building completed for the Town Board meeting on Thursday, April 18, 2019. After further discussion regarding facts, findings and conditions the Planning Commission members decided this would be a conditional use permit and a public hearing would be needed. **Terry Quick moved to recommend the application for Foy’s Custom Cabin Conditional Use Permit go to the Town Board for a Public Hearing**, seconded by Scott Hendrickson. The question was called and the motion carried.

#### **Correspondence Received:**

**Cass County Permit Log – March 2019:** There was 3 building permits and 1 shoreland alterations permit issued for Sylvan Township for the month of March 2019.

**Tane Barclay Letter of Resignation:** Tane submitted his letter of resignation effective April 1, 2019. Tane and his wife Renea will be moving to the City of Pillager and out of Sylvan Township. The Planning Commission members accepted his letter with regrets.

**Correspondence Sent:**

**Letter to residents regarding 4-wheeler issues:** A letter was sent to residents living near Pit Trail and 11<sup>th</sup> Avenue who had expressed concerns regarding 4-wheelers traveling that area and in the gravel pit. The letter informed the residents a meeting will be held on Tuesday, April 30, 2019 at 7:00 PM at the Town Hall to discuss this issue.

**Reports: Yvette Adelman-Dullinger, Town Board Liaison:** Yvette stated the following items were discussed at their previous meeting:

1. Yvette informed the PC members the Town Board opened the bid for the road contract they only had one bid which was Holmvig Excavating. The bid will be awarded at their April 18, 2019 meeting.

**Previous Board Minutes:** You are receiving in your packets, please read them over for your information.

**Old Business:**

**History Series:** The Planning Commission members each received a copy of the flyer for the history series. Dave stated the last lecture is not definite as Jeremy Jackson has not committed to that date yet. Dave will be meeting with the committee. There was discussion regarding video taping the series which would include taping the presentations, take the pictures and insert the pictures into the presentation. Dave informed the Planning Commission members he has been in contact with 2 people who do video taping with the price ranging from \$200.00 to \$500.00 per session. Vickie who does videotaping gave some suggestions on what to look for such as sound quality, still material to insert, live video (Vickie stated she may be willing to do this) and good lighting. Yvette stated she has not heard back from Sourcewell regarding a matching grant. Yvette will contact them again.

**Community Education Piece – Water Quality:** Vickie met with Clayton Lenk with Crow Wing Soil and Water who will be the presenter. He will have multi-media, live demonstrations and handouts to be taken home for those attending. Vickie will have something put in the paper and the Planning Commission members will hand out the flyers.

**4-wheeler Issues on Pit Road:** The meeting has been set for Tuesday, April 30, 2019 at 7:00 PM. We have had some calls and emails from the residents informing us they will be attending. Tom Burch, Cass County Sheriff will be attending or someone from his office.

**Short Term Rentals:** Was discussed under Public Input.

**Comp Plan Review:** Nothing new on this.

**Letters to Possible New Businesses:** Colleen will check with Faith to see if the letters were sent out to two businesses that may have opened in the Township.

**New Business:**

None

**Annual Reviews:**

None

**Deposits held:**

**None**

**Announcements:** Read

**Adjournment:** Scott Hendrickson **moved to adjourn**, seconded by Terry Quick and the motion carried with the meeting being adjourned at 9:20 PM.

Minutes submitted by:

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Colleen Putnam, Deputy Clerk

PC Member Vicki Kettlewell moved to approve the minutes as presented, seconded by Terry Quick and the motion carried.

Amendments:

Date: 6-13-19