



REGULAR PLANNING COMMISSION MEETING MINUTES

June 13, 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 6:50 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. Sign-In sheet attached.

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

Minutes:

April 16, 2019 Regular PC Meeting amend/approve: Vickie Kettlewell moved to **approve the minutes as presented**, seconded by Terry Quick and the motion carried.

May 9, 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: Greg Bennett – Sylvan Township: Greg Bennett is here representing Sylvan Township's Board of Supervisors regarding erecting a salt/sand shed that the Township has purchased but would need a variance due to restrictions on the parking lot roadway. The size of the shed is 22'x30'. A survey has been done by the Township Engineer Bolton & Menk with the lot lines and found out it is close to the railroad lot line. The reason for the variance is to move the shed over within 2 feet of the north side of the railroad property line which would give the road contractor ample room for the sand trucks to get to the buildings. Greg Bennett has submitted the application for a variance which would require a public hearing. Greg stated he has been in contact with a concrete contractor who specializes in constructing these types of sheds and foundations. The contractor has good availability for this year. There was discussion regarding putting a bottom on the shed, if it should be concrete, asphalt or ground. The Town Board will need to get 2 quotes for the construction of the shed. After further discussion **Terry Quick moved to recommend after reviewing the application for a variance for Sylvan Township's salt/sand shed the application go to the Town Board for a Public Hearing**, seconded by Scott Hendrickson. The question was called and the motion carried.

Property on Kramer Lake: At this time Dave Johnson asked Greg Booth, Town Board Chair and Greg Bennett, Town Board Supervisor who were still in attendance a question regarding the property located on Kramer Lake that is possibly in the process of being purchased and turned over to the Township if the Township would be interested in managing the property. Greg Booth stated he thought there should be more public input before making any decisions, Greg Bennett was in agreement.

Short Term Rental Owner: (This was moved up from Old Business.) Dave stated a

letter had been sent to the owner of the short term rental located on Sylvan Lake to attend our meeting but Greg Booth and Dave Johnson met with the owner on site and discussed some concerns the Township had so he is not attend the meeting.

Emmett Young: Emmett is present tonight to observe the meeting and see what activities have been going on in the Township.

Correspondence Received:

Cass County Permit Log – May 2019: There was 10 building permits; 1 shoreland alteration and 3 variance permits issued for Sylvan Township for the month of May 2019.

Letters of Interest – Peters and Skogen: The Planning Commission has received 2 letters of interest regarding the open position on the Planning Commission. David Skogen and John Peters have submitted their resumes. The PC members reviewed their resumes and after discussion it was decided Vickie Kettlewell and Terry Quick would do phone interviews with the both of them and give the Town Board their recommendation.

Correspondence Sent:

Recommendation to Cass County on Berndt, Christensen, Ostrowski and Vogel Variances: The Town Board approved the recommendations from the Planning Commission regarding the variances. Dave informed the PC members Cass County Planning Commission approved the variances. **Berndt variance:** was an after the fact and the county required him to establish turf in the back but did not require him to move the septic. **Christensen variance:** approved providing he move the cabin the additional 20 feet requested by the Township and the setback required for the sewer from the lake be done with the sewer contractor verifying it has been completed. **Ostrowski variance:** they are a new owner on the Gull River, the County Planning Commission approved him to put a pitch roof on a preexisting non-conforming cabin as long as he puts the water to the back. **Vogel variance:** Vogel's had to change their home plans due to an illness their daughter has developed and would not be able to function in their previous home. They are now building a patio home with a greater setback from the lake. The Cass County Planning Commission approved the change.

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

1. Bryan Drown, Township Engineer, regarding the culvert at the City of Pillager Dam regarding possible grants to help pay for it.
2. Shady Hollow Road – grades on the road need to change, approximately \$100,000 project.
3. Camp Jim Road – working on right ways.
4. The Board did a 60 day extension on Ben Forland – Central Lakes Motor Sports.
5. Discussed clean up day in the Township.
6. Sent the information to the attorney regarding Ben Forland – Central Lakes Motor Sports.
7. Set a Public hearing on July 18, 2019 at 6:00 PM on the road to take over 42nd avenue.
8. Approved the Town Board members, Clerk and Deputy Clerk attending the Summer Short Course in St. Cloud.
9. Approved purchasing a new flag and having someone look at the air conditioner.
10. Discussed doing a bus tour to Camp Ripley Museum in the fall.

At this time the PC discussed advertising for this bus tour and opening it to the public. It was decided the Town Board could work on it and appoint someone to work on it. It could be

promoted through the History series, Sylvan Lake Association and through Pillager Community Ed.

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

Old Business:

Central Lakes Motor Sports (Forland) Proposed Conditions: The Town Board sent information to the Township Attorney to come up with 2 sets of findings as it is a controversial application. One would be for the permit and one against the permit. The public hearing for the Central Lakes Motor Sports will be continued at the June 20, 2019 meeting. Vickie Kettlewell stated that people living in a rural residential area have a reasonable expectation they won't have businesses next to them.

History Series: There were 45 people at the first series. There was discussion on lighting, the visuals and having handouts available. Dave has received the video but he is still working on it. There will be a copy on our website. The second presentation will be held on June 25, 2019 at 6:30 pm titled The First Inhabitants.

Sylvan Lake Park: Someone from the MPCA will be meeting with a Board or PC member because we have a permit and she will need to be looking over items at the park. The PC does need to start working at the park to move the gate, get it set up and structured and get the parking lot open. Dave stated the DNR work may not take place as they don't have adequate funding. There is a possibility of getting funding from the Anderson Family Foundation for gravel for the parking lot. Could use the mulch that is at the park for erosion control. Dave will work on putting together a 3 year plan cost. A handout from Clayton Lenk with the Crow Wing SWCD was discussed regarding his site visit summary.

Short Term Rentals: Was discussed under Public Input.

4-wheeler Issues on Pit Road: Scott stated Sheriff Burch contacts him once a week to give him an update. The first weekend on Saturday the Sheriff's office had 21 contacts and Sunday 1 contact. Scott stated they discussed the gate that is Cass County's and is located at Anderson Brothers pit, the County said it could not be moved.

New Business:

Sylvan Commercial Ordinance: The Town Board and Planning Commission will be having a joint meeting on July 11, 2019 to discuss the Ordinance. Dave stated items that need to be addressed are the short term rentals, definitions of Home Business and Home Occupation. Also there needs to be discussion on permitting commercial businesses in a residential area which the Township has allowed for a period of time. A decision needs to be made if we are or are not going to allow them. If they are allowed, then there needs to be rigid conditions put on them in order to exist. The PC members discussed home businesses and home occupations, as to what impact it will have on the neighbors, with most in agreement they should be allowed but put conditions on them. It was decided before the joint meeting the PC members should look at the performance standards in our commercial ordinance besides the items discussed above. The PC members also need to look at the Cass County Ordinance to see how they handle their permitting.

Annual Reviews:

Shady Hollow Resort: Their annual review needs to be done. We received a call regarding debris and burning taking place. Dave Johnson will handle the review.

Deposits held:

None

Announcements: Read

Adjournment: Scott Hendrickson **moved to adjourn**, seconded by Vickie Kettlewell and the motion carried with the meeting being adjourned at 8:25 PM.

Minutes submitted by:

Colleen Putnam

Colleen Putnam, Deputy Clerk

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

Amendments:

Date: 7-11-19