



SYLVAN TOWNSHIP

JOINT TOWN BOARD and PLANNING COMMISSION MEETING MINUTES

July 11, 2019 7:00 PM

(Recorded for Transcription Purposes Only)

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL: Chair Greg Booth called the joint meeting to order at 6:00 PM and the Pledge of Allegiance was said. Those present: **Board Members:** Supervisor John Wulff, Arlene Schmit, Greg Booth, Yvette Adelman-Dullinger, Greg Bennett, and Faith Broberg, Clerk/Treasurer.

Planning Commission Members: Dave Johnson, Terry Quick, Vicki Kettlewell, and Colleen Putnam, Deputy Clerk/Treasurer. Scott Henderson has an excused absence. Sign-In Sheet attached.

Agenda: Supervisor Arlene Schmit **moved to approve the agenda**, seconded by Supervisor John Wulff and the motion carried.

At this time Chair Greg Booth recessed the Joint Board and Planning Commission meeting at 6:05 PM to call the Public Hearing to order.

The public hearing is to consider Sylvan Township's request for a Variance for the salt/sand shed due to restrictions on the parking lot roadway. The Variance would allow the Township 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. There was no public input and after closing the public testimony portion of the meeting Supervisor John Wulff **moved to approve the application for a setback for the Township's salt/sand shed**, seconded by Supervisor Yvette Adelman-Dullinger. The question was called and the motion carried.

Chair Greg Booth reconvened the Joint Meeting. The Board discussed road projects and the road supervisors gave their report. The Board and Planning Commission then began the discussion regarding short term rentals in Sylvan Township. Dave Johnson, Planning Commission Chair stated the PC has been discussing the short term rentals at their previous meetings to see if they would fit into the current Sylvan Commercial Ordinance under hospitality and would require a CUP or if there should be a new ordinance. The PC has looked over the City of Lakeshore Ordinance regarding short term rentals and thought it would a good ordinance to follow. The PC members liked having a separate ordinance with regulations such as issuing a permit or a license. At this time the residents in attendance addressed their concerns:

- People coming from the city may not know about issues such as septic systems, wells, etc. the groundwater needs to be protected This needs to be considered a business.
- Rob Mason is the City Administrator of East Gull Lake and stated they are having the same issues. They have been looking at doing their own ordinance. He stated it is easy to put an ordinance in place but another thing to enforce it. He has spoken with Terri at Lakeshore and she stated their ordinance is going well.
- This resident who lives on Hardy Lake stated their neighbor has a short term rental but has had a lot of issues with them and they do not know who they can contact as the

neighbor did not inform the neighbors they were using the cabin as a short term rental. They question who will be monitoring this and it is over taxing the septic.

- Another resident stated he is against the short-term rental as Hardy Lake is too small of a lake.
- A resident stated this is taking too long and wondering what has been done since the moratorium was put into place. She stated the short-term rentals are still in business.
- A resident who owns a short-term rental on Sylvan Lake stated he appreciates all the work that the Town Board and Planning Commission has done on this. He stated they use the cabin for short term rental when his family is not there. He stated he has been trying to take steps to handle any concerns the neighbors have had. He is wondering what steps he needs to take for the future.

At this time the Town Board and Planning Commission members discussed what we want an ordinance to look like—what format we would like to develop, or not having short-term rentals at all. It is the general consensus of the Town Board and Planning Commission to develop a separate ordinance for short-term rentals with regulations. It was decided to use the City of Lakeshore's Short-Term Rental Ordinance as a guide. The Board and Planning Commission members went through Lakeshore's Ordinance, made changes and discussed other ideas:

- Not allow a short-term rental cabin if it does not meet the required setbacks from the lake.
- Owner's responsibility to offer off site parking for trailers and extra vehicles.
- Post owner's name and local contact information on the Township website.
- Number of people per bedroom per septic.
- The dwelling needs to be inspected annually by the MN Dept of Health prior to renewal.
- Need to have a site visit with the Pillager Fire Department.
- Needs to have an impervious surface requirement.
- No launching of any trailed watercraft from rental property, need to launch from public launch.
- Need to limit size of signage.
- Multiple properties per owners.
- Need to have definition of short-term rental at the beginning of ordinance.

It was decided to have a committee to work on this ordinance and have a rough draft available for the Town Board meeting on Thursday, July 18, 2019. The committee will be Dave Johnson, Vickie Kettlewell, Greg Bennett and Yvette Adelman-Dullinger. They will meet on Monday, July 15, 2019 at 5:00 pm.

Overview of current Sylvan Commercial Ordinance:

There was discussion regarding home business and home occupation in the Ordinance and location of commercial businesses. Cass County Land Use Ordinance states if it is a home occupation, they do not need a permit, this is something we can consider. A home business would need a permit and could have conditions put on it. The Board and PC discussed allowing commercial businesses in residential areas and when to use interim use permits, conditional use permits and variances. There was discussion regarding commercial in residential areas if the applicant changes the zoning from residential to commercial. We need to be more consistent on our decisions regarding commercial business applications. There was discussion regarding adding a section for B & B's. After further discussion it was decided to form a committee to go through the Sylvan Commercial Ordinance. The committee will consist of Planning Commission members Dave Johnson and Terry Quick; Town Board members John Wulff and Yvette Adelman-Dullinger.

Other Planning Commission issues:

Recommendation for new PC member: Terry Quick and Vickie Kettlewell interviewed by conference call two (2) applicants, Keith Card and Dave Skogen. John Peters was a candidate but he decided to decline as he joined the Lions. They asked the same questions to each. They decided on Dave Skogen. After further discussion Supervisor Wulff **moved to accept the Planning Commission's recommendation to appoint Dave Skogen as the new PC member**, seconded by Supervisor Adelman-Dullinger. The question was called and the motion carried.

A letter will be sent to both applicants.

June 13, 2019 Regular PC Meeting Minutes amend/approve: Terry Quick **moved to approve the minutes as presented**, seconded by Vickie Kettlewell and the motion carried.

Correspondence Received:

Cass County Permit Log – June 2019: There was 9 building permits and 1 variance permit issued for Sylvan Township for the month of June 2019.

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

Old Business:

History Series: There were approximately 70 people at this series. There was discussion on moving the series to the school due to the noise from the air conditioner and having to turn the air conditioner off which in turn makes the Town Hall warm. After discussion it was decided to keep the history series here at the Town Hall. The next series titled Early Non-Native Settlers will be held on Tuesday, July 30th at 6:30 PM.

Sylvan Lake Park: Dave is having Jenna researching an archeological survey and also a heritage survey which deals with endangered species. There was also discussion on moving the gates inside the parking lot.

Annual Reviews:

Shady Hollow Resort: Not discussed at joint meeting.

At this time the Town Board continued with the Clerks Report consisting of minutes, June financials and claims which was tabled until the next meeting and other Township business.

Adjournment: Supervisor Wulff **moved to adjourn**, seconded by Supervisor Schmit and the motion carried with the meeting adjourning at 10:30 PM.

Minutes submitted by:

Colleen Putnam

Colleen Putnam, Deputy Clerk

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

Amendments:

Date: August 8, 2019