



## **REGULAR PLANNING COMMISSION MEETING MINUTES**

**October 8, 2020 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, Dave Johnson, Dave Skogen, Board Liaison Yvette Adelman-Dullinger, and Colleen Putnam, Deputy Clerk. Excused Absence: Scott Hendrickson. Sign-In sheet attached.

**Agenda:** Terry Quick moved **to approve the amended agenda**, seconded by Dave Skogen and the motion carried.

### **Minutes:**

**September 10, 2020 PC Meeting amend/approve:** Vickie Kettlewell **moved to approve the minutes as amended**, seconded by Terry Quick and the motion carried.

**Public Input:**  
None

### **Correspondence Received:**

**Cass County Permit Log – September 2020:** There were 9 building permits; 2 SSTS permits and 1 shoreland alteration issued for the month of September 2020.

**Correspondence Sent:**  
None

### **Reports:**

**Yvette Adelman-Dullinger, Town Board Liaison:** Yvette Adelman-Dullinger gave a report on their previous meeting:

1. Larry Beimert is building another storage unit with the possibility of an additional one in the future.
2. Sylvan Lake Park – Dave will discuss under Park.
3. 17<sup>th</sup> Avenue - Working on new railroad crossing. Going with regular paint for the stripping on the road. Dan Steffen will be moving his fence.
4. Holmwig is mowing the ditches.
5. Completed a resolution to put speed signs on 33<sup>rd</sup> Avenue formally known as Pillsbury State Forest Rd. The speed will be posted as 35 mph.
6. Pillager Shared Road agreement still being worked on.
7. Elections – there will be a ballot box available at the Town Hall for residents to drop off their ballot/envelope.
8. Cass County Cattlemen's Association met at the Town Hall on Saturday evening.

9. Pillager Dam Road – The Board has applied for a grant to help with cost.
10. Cass County has set their Board of Canvas for November 13, 2020, we will need to set ours for right after that time.
11. The December 3,2020 Board meeting time will be changed to 7:00 PM. We will have the Christmas Party at 5:30 PM, the AWAIR meeting at 6:45 PM and the regular Board meeting at 7:00 PM.

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

**Old Business:**

**Sylvan Lake Park:** Dave Johnson will coordinate with Greg Bennett regarding signs for hunting. Dave did check with MR Signs for prices. Dave Skogen applied for a grant through Sourcewell for \$3,000.00 for gravel and trail work which we did receive. There will be a working get together Sunday, October 11,2020 to do bud capping, pick up sticks and rocks.

**Commercial Zoning:** The Town Board decided to table the recommendation from the Planning Commission regarding rezoning Snow's property to commercial until the Board hears back from MN Power regarding their solar application as there will need to be a public hearing for both of them.

**STR- Short Term Rental Ordinance:** Greg Bennett, Town Board Supervisor, asked for this to be put on the PC agenda. He would like for us to look at it again. It was decided to have Yvette take this back to the Board to find out what they would like to see changed, possibly the 75% setback.

**New Business:**

**Right of Way Permit Ordinance:** The Town Board asked for the Planning Commission members to look over the ordinance and try and simplify it. The PC members discussed what changes could possibly be made to simplify it. There was discussion regarding the different type of permits required and if a homeowner should be included in this. The PC members decided to look through the ordinance again and bring it back to the PC meeting in November with possible changes.

**Letters to Businesses:** There was discussion regarding three (3) businesses that appear to be operating in the Township without a permit that would not be grandfathered in. Two are located on 127<sup>th</sup> Street: Cut Right Lawn Care and Tina Beach. The other is Justin Schlegel who lives on Little Pine Road. There was discussion on the type of permit they would need, it was decided they would need a home business permit if they have employees, otherwise a Home Occupation B. The Planning Commission members discussed a letter be sent to these businesses from the Town Board regarding possible business activity taking place. Vickie Kettlewell **moved to recommend the Town Board send letters to three (3) property owners whom we believe are operating businesses in the Township and may need a permit per our Sylvan Commercial Ordinance**, seconded by Dave Skogen. The question was called and the motion carried.

**Smokey Jake's BBQ and Catering:** Jake Schanz with Smokey Jake's stopped at the Town Hall regarding starting his business in the Township. He stated he was purchasing a home on Arbor Lane but would not be closing until in November. He stated it would be a food truck and he would be going to different locations with the truck. He was given a packet with the necessary information. There was discussion on odor, garbage disposal and screening. They

discussed the type of permit needed as it is in a residential area, possibly Home Occupation B, conditions could be put on the permit. After further discussion, the PC members decided to wait until he attends a Planning Commission meeting to make a determination.

**Annual Reviews:** None

**Announcements:** Read

**Adjournment:** Terry Quick **moved to adjourn**, seconded by Vickie Kettlewell and the motion carried with the meeting being adjourned at 8:30 PM.

Minutes submitted by:  
Colleen Putnam

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Colleen Putnam, Deputy Clerk

PC Member Terry Quick approved the minutes as amended/ presented seconded by Vickie Kettlewell and the motion carried.

Date: 11-12-20