



**REGULAR PLANNING COMMISSION MEETING MINUTES**  
**September 8, 2022 7:00 PM**

*Note: This meeting was recorded and will be kept in electronic records with the minutes.*

**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: Vickie Kettlewell, Terry Quick, Scott Hendrickson, Dave Johnson, Dave Skogen, Board Liaison Greg Bennett, Colleen Putnam, Deputy Clerk. Sign-In sheet attached.

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

**Minutes:**

**August 11, 2022, PC Meeting amend/approve: Scott Hendrickson moved to approve the minutes**, seconded by Vickie Kettlewell and the motion carried.

**Public Input:**

**Ryan Bodell, Bodell Excavating:** Ryan has returned to the meeting tonight to further discuss his options regarding his permit. Ryan did bring in a copy of his certificate of survey, he will redraw showing his buildings. There was discussion regarding the size of his trucks there may be a possibility of doing a variance for that part of the permit. There was also discussion regarding reclassification. After further discussion it was decided it would be a home business permit which would require a public hearing, with the possibility of a variance to cover the trucks. Ryan will return to our October meeting with his survey and drawing showing his buildings and at that time a recommendation will be made.

**Jon Wolf, Bigwater Investments:** Jon is present tonight as he received a letter and packet from Sylvan Township in the mail regarding a short term rental he is operating at 4323 Bigwater Drive, Pillager MN. Jon stated he was not aware of the Short-Term Rental Ordinance. The Township had received complaints regarding the noise and number of vehicles. Jon stated he did speak to the neighbors regarding their concerns and has given them his cell phone number. He stated he does have a caretaker that lives in the area. There are 4 cabins and one larger main cabin, the property is gated. Jon stated they are putting in a new septic system and once that is completed he will give us a copy of the septic certificate. He plans on renting to only one (1) family at a time. The Planning Commission informed Jon if he rents out to more than one family at the same time it becomes a resort and will need to be handled through Cass County. He stated he has the cabins rented out 2 more times. The Planning Commission members stated he can proceed with those 2 rentals but until his application is completed and a public hearing is held he cannot rent it out. There was discussion regarding the setback as the property is on the channel of

Lake Placid. Dave stated he would check with Cass County's setback and then measure it. Other items needed are water test, septic certificate, certificate of insurance, fire inspection, floor plan and contact information.

**Conrad Houeto (via telephone conference):** Conrad received a letter from Sylvan Township regarding a short-term rental operating at 13150 11<sup>th</sup> Avenue, Pillager MN. Conrad stated he was not aware of the Short-Term Rental Ordinance. Conrad stated they purchased the property early summer and rent it out Friday-Sunday. The Planning Commission informed Conrad they need to fill out a short-term rental application and submit with all items on the checklist along with a check. Conrad stated he does have it rented out one more time (which the PC stated he could continue but will put any other rentals on hold until he talks to his family members if they will continue with a short-term rental or change to a long-term rental. They will make a decision before our October meeting. A packet which includes the Short-Term Rental Ordinance was emailed to Conrad.

**Correspondence Received:**

**Cass County Permit Log – August 2022:** There were 9 buildings permits and 1 variance issued for the month of August 2022.

**Aunica Kane Variance, Cass County:** An application was submitted to remove an existing non-conforming seasonal residential structure and replace it with a new year-round two-story residential structure at the same 35 foot setback from the OHWL of Sylvan Lake. Cass County Land Use Ordinance states 75 foot setback from the OHWL. Dave Johnson, Planning Commission Chair and Bob Johnson from the Sylvan Town Board attended the site visit on September 6, 2022. Below are the facts, findings and recommendation regarding the Variance request:

**Facts:**

The current cabin has a setback of 35 feet from the ordinary high-water level. (100 feet is required)

The current cabin has a setback from the neighboring property of 4 feet (10 feet is required)

The request is also for the addition of a garage that would put the total impervious surface at 34.9% (25% is the maximum allowed by Cass County Land Use Ordinance.

Location of the new structures is restricted by the setbacks, a well on the south side of the cabin, the driveway, and the septic sewer mound.

**Findings:**

Lake Sylvan has been troubled by small lots accommodating large structures. In this case the lot is only 50 feet wide.

A primary concern for Sylvan Township is the possibility of storm water run-off negatively impacting the water quality of the lake.

**Recommendation:**

If the request is granted as requested or in a reduced footprint we are asking that:

All rooflines have resulting runoff directed to the back of the lot by gutters or spillway.

Rain gardens are constructed as shown on the plan and guidance for the design and plantings are provided by ESD staff. Rain gardens should be inspected by staff upon completion.

**Correspondence Sent:**

**Letter Bigwater Investments:** A letter was sent regarding a short-term rental they are operating at 4323 Bigwater Drive, Pillager MN. The letter stated we received complaints

regarding noise and number of vehicles. A packet was sent to them asking they complete the application and attend our September meeting.

### **Reports:**

#### **Greg Bennett, Town Board Liaison**

1. The Town Board will be submitting a letter of recommendation for Pillager Dam Road along with Pillager for a grant.
2. Anderson Brother's Roth Pit was discussed regarding a resident's complaint, possibility move the gate, the Town Board will contact Cass County. Brad Busbey from Anderson Brothers will be attending the next Board meeting.
3. Beaver bounty has been increased to \$75.00 per beaver if a nuisance beaver.

**STR Update:** Dave Johnson asked if a letter should be sent to the realtors again in regard to Sylvan Township having a Short-Term Rental Ordinance. Greg Bennett stated it would be a good idea to send another letter.

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

### **Old Business:**

**Sylvan Lake Park:** Dave Johnson stated he had a meeting with the Pillager teachers and principal. Dave felt it was a good meeting. Dave informed them what the Planning Commission is looking at doing at the park and could use the students from school to help. Dave stated he would like to move forward with the trail signs next week. There was discussion on the sign Vickie worked on and the PC members felt it was a good design. Vickie stated she did see a sign with that has wood and metal on it. She will get a price and bring before the Town Board. Dave stated he and 2 other people went to the park and picked sand burrs. Jenna, Township clerk, stated another possibility would be PAC school.

**Vision Session - ATV:** The Vision Session will be held on Thursday, Sept. 22, 2022. A letter was sent out inviting random residents who lived in the area where 4-wheeler issues exist. Cass County Sheriff's office will do a presentation along with the Crow Wing 4-wheeler club. Questions will be asked to the residents, then break into small groups, and answers will be shared. Dave would like the PC members to help with session.

### **New Business:**

**Comp Plan:** Comp Plan has not been updated for a few years. The PC members are to look over the Comp Plan and highlight with different colors what they like and don't like. What has not been happening. Items that could be removed or changed. Will be discussed again at the November meeting.

**Hot Rod Ridge:** There was discussion regarding the fact he does not have adequate down lighting. Dave will meet with Jessie from Hot Rod Ridge again to discuss his lack of down lighting. There was discussion to have him put shades over the lighting. Dave asked Terry Quick to put together a list of electrician's working in the Sylvan Township area. A letter will be sent informing them of our SCO and down lighting.

**Annual Reviews: None**

**Announcements: Read**

**Adjournment:** Scott Hendrickson moved **to adjourn**, seconded by Dave Skogen and the motion carried with the meeting being adjourned at 9:00 PM.

Minutes submitted by:

Colleen Putnam

Colleen Putnam, Deputy Clerk

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

Date: 10-13-22