



**SYLVAN TOWNSHIP**

***REGULAR PLANNING COMMISSION MEETING MINUTES***

***March 9, 2023 7:00 PM***

**CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL:** Vice Chair Scott Hendrickson called the meeting to order at 7:00 PM and the Pledge of Allegiance was said. Roll Call: Vickie Kettlewell on Zoom, Terry Quick, Scott Hendrickson, Dave Skogen, Board Liaison Greg Bennett, Colleen Putnam, Deputy Clerk. Excused Absence: Dave Johnson. Sign-In sheet attached.

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

**Minutes:**

**February 9, 2023 PC Meeting amend/approve:** Dave Skogen **moved to approve the minutes**, seconded by Terry Quick and the motion carried.

**Public Input:**

**Terah Young:** Is present tonight regarding starting a business at her residence, 3381 State Hwy. 210, Pillager. Terah stated she would be doing administrative help online with the possibility of going to other homes to help out or someone coming to her residence. She would be the only employee. One of her reasons for doing this is to have an income while staying home with her infant. This would be a home occupation and no cost. Terah has completed the application and submitted it to the Planning Commission. There was discussion regarding if she hired employees she would need to come back to the Township and change her permit to a home business. After further discussion Terry Quick **moved to recommend the Town Board approve Terah Young's Home Occupation permit for administrative online help** seconded by Vickie Kettlewell. The question was called and the motion carried.

**Callie and Robert Karlen, Bigwater Cove:** Callie and Robert are present tonight as they have purchased a home at 4357 Bigwater Drive SW, Pillager MN and turned it into a short term rental. They stated they were not aware there was a short-term rental ordinance in place in Sylvan Township until they received a letter from the Planning Commission. They stated they stopped renting out the home after they received the letter. They have filled out the application and included all necessary paperwork. They did ask about the number of rentals allowed and stated they felt it was very restrictive. They stated they would like no restrictions but realize that is not a possibility. They stated they would possibly come up once a month. They do have a cleaning lady and her husband who also watch over the property along with someone that mows and snowplows for them. There was discussion of the possibility of changing the number of

rentals but this wouldn't be done until later through a public hearing and the Karlen's would have to abide by the current short term rental ordinance. The Karlen's will attend the Town Board meeting on Thursday, March 16, 2023 to address their questions and concerns and answer any questions the Town Board may have. After further discussion Dave Skogen **moved to recommend the Town Board approve Callie and Robert Kallen's Bigwater Cove LLC short term rental application** seconded by Terry Quick. The question was called and the motion carried.

**Correspondence Received:**

**Cass County Residential Permit Log – February 2023:** There were no residential permits issued for Sylvan Township during the month of February 2023.

**Correspondence Sent:**

None

**Reports:**

**Greg Bennett, Town Board Liaison**

1. Brad Busbey from Anderson Brothers attended the meeting regarding Roth Pit and Pit Trail. After discussion with the Township attorney and Brad Busbey it was decided that there was no need for a memorandum of understanding between the Township and Anderson Brothers and a letter would be sent to Patrick Cox and Boyer's regarding easements.
2. Approved the bid for Little Pine Road with Anderson Brothers and discussed the other project in the Bigwater Area.
3. The Township is out of salt/sand and will be purchasing additional salt/sand from Hengel Construction.
4. Still working on the Township road maps and zoning maps.
5. A letter has been sent to LJ Auto regarding the number of cars at his business. They have asked that he attend a Town Board meeting.
6. The Annual Road Review will be on April 22, 2023 at 8:00 am. The Town Board members will be meeting at the Town Hall.
7. A resident had received a letter from the Township attorney asking him to stop harassing the Town Board. He attended the meeting and called the Town Board members hypocrites as the Board holds others accountable to follow the law, but the Town Board is not following the law.

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

**Old Business:**

**Comp Plan:** The PC looked over the changes that had been made on the introduction and transportation section of the Comp Plan. Vickie worked on the Land Use section but asked for that part to be tabled until next month's meeting as she was under the weather and attended the meeting by zoom. She would rather go over the changes in person. This will be addressed at our next PC meeting in April.

**Sylvan Lake Park:** Trees have been ordered and the damage assessment from the snowstorm has been completed. Audrey Schleper, Agricultural Education, with the Pillager School has emailed Dave Johnson stating her class would be interested in helping with the park. She will be in contact with Dave when the weather warms up. Greg Bennett who is the softball coach for Pillager school stated he has approached the school to have the softball and baseball players do a service project helping with Sylvan Park and also Pillager Park. He will let us know more at the next meeting.

**Letter Business Owners:** Vickie submitted a letter she would like for the Planning Commission members to look over and then send to the businesses in the commercial park and possibly other businesses in the Township. In part the letter states the Township has an initiative for “dark skies” and inviting them to join that effort and to let them know the Sylvan Commercial Ordinance states downlighting is a requirement. It will go before the Board and once approved can be sent out to business owners. After further discussion Dave Skogen **moved to recommend the Town Board allow the Planning Commission to send out a letter of invite to the businesses in the commercial park to join the dark skies initiative for down lighting**, seconded by Terry Quick. The question was called and the motion carried.

**New Business:**

**Short Term Rental Ordinance (STR):** The Planning Commission will start working on wording regarding the multiple events section. There also was discussion regarding the number of events due to the discussion above with Kallen’s from Bigwater Cove STR application. This will be put on next month’s agenda for further discussion.

**Annual Reviews: None**

**Announcements: Read**

**Adjournment:** Dave Skogen moved **to adjourn**, seconded by Terry Quick and the motion carried with the meeting being adjourned at 8:15 PM.

Minutes submitted by:

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Colleen Putnam, Deputy Clerk

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

Date: 4-13-23