



**SYLVAN TOWNSHIP**

***REGULAR PLANNING COMMISSION MEETING MINUTES***

***May 11, 2023 7:00 PM***

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

**Agenda:** Vickie Kettlewell moved to **approve the agenda**, seconded by Dave Skogen and the motion carried.

**Minutes:**

**April 13, 2023 PC Meeting amend/approve:** Dave Skogen moved to **approve the minutes**, seconded by Vickie Kettlewell and the motion carried.

**Public Input:**

**Michael and Karen Rhodes:** The Rhodes are present tonight regarding building a shed in the commercial park. It will be for personal use at the present time but may use it as rental later. It is 40'x80' in size. They will not be having a bathroom or sewer. There will not be any outside storage. At this time they will only be using motion lights for their lighting. They have presented their application, check and all necessary documents. After further discussion **Vickie Kettlewell moved to recommend the Town Board approve Michael and Karen Rhodes application for a business permit to be located in the Sylvan Commercial Park as they have all their paperwork in order and meets the Commercial Ordinance requirements, seconded by Dave Skogen.** The question was called and the motion carried.

**Correspondence Received:**

**Cass County Residential Permit Log – April 2023:** There were 5 building permits which consisted of 2 sheds, a garage and an addition, 1 shoreland alteration and 1 variance issued for Sylvan Township during the month of April 2023.

**Correspondence Sent:**

**Cory Peterson, 2188 Arbor Lane, Short Term Rental (STR):** A letter was sent to Mr. Peterson regarding the possibility of a STR in operation at the above address. Mr. Peterson called Dave Johnson and stated he is using the guest house as a long-term rental for traveling nurses. If he decides to change it to a short-term rental, he will apply for a permit. There was discussion regarding sending out another letter stating he needs to remove this from the VRBO site.

## Reports:

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

1. Acorn residents attended the Board meeting with their petition to have the Township take over their road. Bryan Drown, Township Engineer will work up a cost estimate.
2. Pat Cox attended the Board meeting and gave an update on the meeting he had with residents regarding pit trail, easements, burning and trucks traveling on Cty. 36 to Anderson's pit at all hours of the day and night. It was decided the Board will put a committee together to discuss this further.
3. A letter will be sent to Brad Holmvgig thanking him for his years of being the road contractor.
4. The Township is going with a bigger propane tank and will be leasing it. This is in preparation for the generator.
5. Will be getting a quote from electrical contractors regarding replacing the ceiling lights with LED's.
6. Camp Ripley Sentinel Landscape will be doing some tours in the Township. One will be at Sunup Ranch and the other at Sylvan Dam.

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

### **Old Business:**

**Comp Plan:** The only discussion at the meeting was regarding prior to the Township taking over a road the developer has to have the road completed and brought up to Township standards and paved which is written in the transportation and land use sections of the Comp Plan and the Road Ordinance and at this time the Township is not doing this. Dave attended a Town Board meeting regarding this. The Board was going to discuss this. After further discussion the PC stated the roads had to be brought up to the gravel base and the paving portion would be discretionary with the Town Board.

**Sylvan Lake Park:** Dave informed the Planning Commission members that the Pillager Softball team along with their coaches helped pick up brush at Sylvan Lake Park. They also cleaned and raked at Pillager Lake Park on Saturday, May 6, 2023. Greg Bennett, also the softball coach, stated the girls enjoyed helping and would like to do it again next year. Dave stated he will be planting 75 trees on Saturday, May 13, 2023 from 9:00 am – 11:00 am. Vickie Kettlewell and Dave Skogen stated they will be available to help. Dave stated he would like to have the PC members walk the trails while they are working at the park and see what they would consider a moderate trail up to difficult trails.

**Short Term Rental (STR):** The Planning Commission has been discussing changing what is consisted as an event and the number of events an owner can have. Callie and Bob Kallen are present to discuss the number of events. They would like to see no number or 220 nights. The Planning Commission members did state the 220 nights are too many and they need to consider what is best for the residents of Sylvan Township too. There was some discussion regarding the NoiseAware system which monitors noise and occupancy 24/7. The PC members did think that could be a solution in regard to changing from events to nights. After further discussion the Planning Commission members decided to recommend the following changes in the Short-Term Rental Ordinance to the Town Board who would then set a public hearing

regarding the changes to the Short-Term Rental. **Dave Skogen moved to recommend the Town Board approve the following Short Term Rental Ordinance changes:**

- **Leave in the rental events that are currently allowed in the Short-Term Rental Ordinance.**
- **If the owner is willing to implement a proven technology notification system, such as NoiseAware the owner could then switch to a total of one hundred twenty (120) nights rental.**
- **Any events that have been rented can be converted to nights and subtracted from the amounts decided by the Town Board.**
- **Expedite this in a timely manner.**

**seconded by Vickie Kettlewell.** The question was called and the motion carried.

**New Business:**

**One Watershed-One Plan Information:** Greg Bennett had asked that this be put on the agenda to discuss the possibility of having one of the PC members to attend or submit any resources concerns and issues. Greg stated he will check again with the Town Board to make sure this is correct.

**Annual Reviews: None**

**Announcements: Read**

**Adjournment:** Vickie Kettlewell moved **to adjourn**, seconded by Dave Skogen and the motion carried with the meeting being adjourned at 9:25 PM.

Minutes submitted by:

\_\_\_\_\_  
Colleen Putnam, Deputy Clerk

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

Date: 6-8-23