



REGULAR PLANNING COMMISSION MEETING MINUTES
September 12, 2024, 2024 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, Terry Quick, Scott Hendrickson, Chair, Dave Johnson, Board Liaison, Greg Bennett; Dave Skogen excused absence and Deputy Clerk, Colleen Putnam. The sign-in sheet is attached.

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

Minutes: August 8, 2024 PC Meeting amend/approve: Scott Hendrickson moved to **approve the minutes**, seconded by Terry Quick and the motion carried.

Public Input:

Jason Lind is here to discuss his permit for a business permit. He has a concrete business located at 13025 25th Ave. SW Pillager MN. He had received a letter from the Sylvan Town Board regarding his business. He has filled out an application but after discussion with the Planning Commission he does not qualify for a Home Occupation or Home Business as there is no residence at that location, only a building and has more than 3 employees. Jason stated he had talked to Cass County asking it to be rezoned commercial when he made application with them for the building permit. This was never done. The PC members stated the only option for him currently would be to contact Cass County regarding rezoning but that the Sylvan Town Board does not like to do spot zoning. Jason stated he would contact Cass County. Greg Bennett suggested he attend the next Town Board meeting too.

Correspondence Received: Cass County Permit Log – August 2024: There were 7 building permits (3 new homes, 3garages/storage bldg., 1 boathouse remodel) 5 SSTS and 1 Shoreline Alternation (retaining wall).

Correspondence Sent: None

Reports:

Greg Bennett, Town Board Liaison: Items discussed at previous Town Board meeting:

1. The Board approved Sylvan Township being a temporary absentee voting location for the general election with extra hours on Saturday, November 2nd and extended hours on Monday, November 4th.
2. Community Day will be held on August 9th 2025 and going forward will attempt to have it on the same weekend in August.
3. Received a letter from Cass County stating any gravel that needs to be ordered from Cass County would need to have the expected amount known for 2 years to order from them.

4. Pillager Dam Rd, which is a shared road with the City of Pillager, costs were more than projected the City of Pillager would pay more due to a miscommunication, Sylvan will be paying an additional amount too.
5. Discussed Cass County Short Term Rental Ordinance the county is working on. The Board decided to keep the Township STR and amend as needed.

At this time the Planning Commission discussed Cass County's Draft STR Ordinance they are working on. Some discussion items were:

1. Would it be better to just have one ordinance so not to confuse people.
2. What is the best way to inform people Sylvan Township has their own ordinance should they inquire at Cass County first.
3. How well will Cass County enforce their ordinance.
4. There are no limits on days to rent in the Cass County Ordinance.
5. The PC members did like the parking restrictions in Cass County's Ordinance.

After further discussion the Planning Commission members will look over Cass County's STR Ordinance and bring a list of items showing what is different from Cass County Ordinance and Sylvan Township's Ordinance and what should be added to Sylvan Township's Ordinance. Further discussion was to make a list of the more stringent items that applies from the County and add to Sylvan Township's list for the next ordinance change and state in addition to our ordinance these are some of the requirements of Cass County Short Term Ordinance.

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

Old Business:

Comp Plan: Looked over the changes previously completed and the changes that were discussed in the Implementation Plan section of the Comp Plan at the May meeting. Other changes were made including removing the Community Perspective section. Still need to work on the Appendix section of the Comp Plan. This will be brought back to our next meeting.

Sylvan Lake Park: Dave Johnson stated that areas need to be tilled and reseeded. He would like to have Cal Disterhaupt do the tilling and bring his auger to dig a trench to put bricks and mulch in the picnic area. Gene Liebel mowed the trails within the pit area. The kiosk has been completed but has not been put up. There was discussion again on having a night for star gazing, possibly doing an annual one during the meteor shower in August. Vickie will look into this.

Dillion/Schmidt – Campsites STR: They were present at the July PC meeting regarding a short-term rental for campsites. This was brought before the Town Board who asked the Township attorney to check into this. According to the attorney they would not qualify per our STR Ordinance 2.3.3 prohibits tents or campers as a permissible place to house renters and also 2.3.1 occupants are based on bedrooms which implied a home not a camper or tent. Now with Cass County working on a STR Ordinance they would not qualify through them either.

New Business:

Cass County STR Ordinance: this was discussed under Greg Bennett's report

Corner Store – Cedar Creek Energy: We received a preliminary copy of the application for the Township's review. This application is for a solar array for electrical use for the Corner Store. It is designed for their own use, however if they produce more than they are using the power company will be involved in the fluctuation of the electricity. Dave spoke with Jason from Cedar Creek Energy regarding screening. Jason stated it would be a fabric screening attached to the fence. Dave informed Jason they would need screening on the south and north side, possibly pine trees. Dave had attended a Board meeting, and it was discussed this permit would be an addendum to the Corner Store's original permit. We will wait for a signed permit application and check for our next PC meeting.

Plat/Subdivision Application: The Township received an application from a resident who lives on Acorn Drive requesting the parcel be split into 3 lots. The Township just took over Acorn Drive last year. There was discussion regarding the bus having a hard time turning around on that road. It was decided to send a recommendation to Cass County stating Sylvan Township would like to see an easement provided for a cul-de-sac for a bus turnaround at the point located at the existing driveway as part of this plat.

Annual Reviews: None

Announcements: Read

Adjournment: Vickie Kettlewell **moved to adjourn**, seconded by Terry Quick and the motion carried with the meeting being adjourned at 8:45 PM.

Minutes submitted by:



Colleen Putnam, Deputy Clerk

PC member Scott Hendrickson approved the minutes as presented, seconded by Terry Quick and the motion carried.

Date:10-10-24