



REGULAR PLANNING COMMISSION MEETING MINUTES
November 14, 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, Chair Dave Johnson, Board Liaison, Greg Bennett and Deputy Clerk, Colleen Putnam. Excused Absence: Scott Hendrickson and Dave Skogen. The sign-in sheet is attached.

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

Minutes: October 10, 2024 PC Meeting amend/approve: Vickie Kettlewell **moved to approve the minutes**, seconded by Terry Quick and the motion carried.

Public Input:

Randy Bourassa – Pillager Auto Repair: Randy received a letter along with the business application from the Town Board regarding his business. Randy repairs engines, etc. He stated he shares the building with LJ's Auto. He has questions about the application. There was discussion regarding the number of vehicles in their parking lot. Randy stated they have been trying to clean the area up. Legally he can't do anything for 90 days, he then can file a application with Cass County and if approved after 120 days he can start removing them. Dave will meet Randy next week at Randy's shop.

Correspondence Received: Cass County Permit Log – October 2024: There were 7 building permits (4 new homes and 3 storage bldgs.) 4 SSTS and 4 holding tanks.

Correspondence Sent: None

Reports:

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

1. The Town Board is working on the Sylvan Lake Cemetery which is located around the corner from the Town Hall. Some residents thought it was a private cemetery and had been taking care of it. The Town Board will be working with Jeremy Jackson and possibly another person to help locate where there are graves not marked and where there are open sites.
2. A resident who lives on 26th Ave. was present at the last meeting to discuss major issues on 26th with water run off possibly coming from West Sylvan. She would like some help from the Township to eliminate this. Greg stated he and Ryan Bodell will meet there next week to take a look at what possibly could be done.

3. Dandelion Lane/Norway Drive: had a resident meeting to discuss the Township taking over the roads. They were given some different options and will look at this again. Greg will be meeting with a couple on Friday, November 15, 2024, to explain their options.
4. Completed a gravel road questionnaire.
5. A resolution was completed to have the speed limit on 132nd St. changed to 25 mph.
6. Comp Plan: The Town Board looked over what the PC has completed and stated they liked everything as written.
7. Held a grant meeting and met with Amy from Sourcewell. A \$2000.00 grant is available for the park. Also, money is available to have an intern work at the Town Hall in the summer who is interested in government proceedings.
8. The Town Board held their Board of Canvass meeting. The Board thanked the election judges for all their hard work. Turn out for Sylvan was around 90%.
9. Jason Lind: the Board approved recommending Jason contact Cass County to have his parcel rezoned to commercial.

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

Old Business:

Comp Plan: Looked over the changes completed from the last PC meeting. Will start working on the appendix section and get the numbers from the census if possible and hopefully have everything completed in the next couple months. After completed a public hearing will be held.

Sylvan Lake Park: Dave Johnson stated Katie Lee worked on the bud capping. The burn was not completed this year but will be done next year. Next year will be planting the tree in the pit area which entails digging out a big area; will do mulching in the picnic area also will be getting benches placed. Possibly do something like geocaching for the flowers, what trail are certain items on, etc. Dave will schedule a park meeting in the next 3 weeks.

Cass County STR Ordinance: Cass County had their second reading on the ordinance at their October meeting and was forwarded on to the Commissioners. Once completed the PC members are to look over the ordinance and make a list of items that are more restrictive than Sylvan Township's ordinance and add to the front cover of Sylvan's Ordinance. Cass County's Ordinance should be sent out to the current short-term rentals.

New Business:

STR Renewals: The Planning Commission members looked at each short-term rental renewal applications to make sure everything is complete:

Sylvan Point LLC: Terry Quick **moved to recommend the Town Board approve the renewal application of Sylvan Point as they have submitted all necessary paperwork,** seconded by Vickie Kettlewell. The question was called and the motion carried.

Bigwater Cove: Vickie Kettlewell **moved to recommend the Town Board approve the renewal application of Bigwater Cove as they have submitted all necessary paperwork,** seconded by Terry Quick. The question was called and the motion carried.

Joshua Jeziorski: Terry Quick moved to recommend the Town Board approve the renewal application of Joshua Jeziorski as he has submitted all necessary paperwork, seconded by Vickie Kettlewell. The question was called and the motion carried.

Cory Peterson: Vickie Kettlewell moved to recommend the Town Board approve the renewal application of Cory Peterson as he has submitted all necessary paperwork, seconded by Terry Quick. The question was called and the motion carried.

Eric and Audrey Nierenhausen: Terry Quick moved to recommend the Town Board approve the renewal application of Eric and Audrey Nierenhausen as they have submitted all necessary paperwork, seconded by Vickie Kettlewell. The question was called and the motion carried.

At this time Dave Johnson stated Eric and Audrey Nierenhausen are interested in starting another short-term rental in the Township, it would become an LLC. Their plan is to split their parcel and then build. Sylvan Township's Ordinance states owners are only allowed one short-term rental unit in the Township even if it is a LLC. Greg Bennett has been in contact with the Township Attorney who stated if it's a LLC it is an individual and its own entity. The attorney stated the Town Board can fight it but the individual applying for the short-term rental with an LLC would most likely win. Greg stated he did not feel this needs to go before the Town Board at this time. Dave Johnson will contact them.

Bigwater Investments: There was discussion regarding this short-term rental. Previous discussions were to bring it before the Town Board to see if this short-term rental could renew their application or if it would have to go to Cass County as a resort so no reminder was sent to them. It was discussed at this meeting to send a letter stating they can renew their application if they wish for the coming year but next year they would have to go to Cass County to apply for a conditional use permit and possibly as a resort if the County approves their Short Term Rental Ordinance.

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 8:30 PM.

Minutes submitted by:

Colleen Putnam, Deputy Clerk

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

Date: 12-12-24