



REGULAR PLANNING COMMISSION MEETING MINUTES

January 10, 2019 7:00 PM

(Recorded for Transcription Purposes Only)

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: Those present: Vickie Kettlewell, Terry Quick, Scott Hendrickson, Dave Johnson, Tane Barclay, Board Liaison Yvette Adelman-Dullinger and Colleen Putnam, Deputy Clerk. Sign-In sheet attached.

Agenda: Tane Barclay moved to **approve the amended agenda**, seconded by Scott Hendrickson and the motion carried.

Minutes:

December 13, 2018 Regular PC Meeting amend/approve: Scott Hendrickson moved to **approve the minutes as presented**, seconded by Vickie Kettlewell and the motion carried.

Public Input: The following residents were in attendance in regard to a letter they received from the Planning Commission regarding property they own that are being used for short term rentals:

Jacob and Jan Voges – 13920 Hardy Lake Road, Pillager

Linda Steffen – 12995 17th Ave SW, Brainerd

Ed Northway – Brainerd – property manager for Scott Aberson, 12332 26th Ave SW Pillager

Greg Hjelle, who owns property in Sylvan Township was unable to attend the meeting but spoke with Dave Johnson regarding his short term rental.

The residents stated they do use the property for their own personal use too. Aberson, Steffen and Hjelle stated they rent their homes out for 5 – 7 days a time. Linda stated she rents hers out 3 days a week off season as does Voges. Jan Voges stated they have spoken to their neighbors regarding their short term rental and have not had any issues with the neighbors nor the people who rent their home. Jan stated in their contract it states if they receive any complaints or the sheriff is called the person renting out the home will forfeit their deposit. Linda stated she also has that in her contract. Linda Steffen brought a copy of her contract and Scott Aberson emailed a copy of their contract. Ed Northway representing Scott Aberson stated the Aberson's have taken the complaints from the neighbors and changed their policy. They have decreased the number of occupants and also the parking to 3 vehicles but have another area designated for additional parking.

The Planning Commission members informed the residents Sylvan Township has a Commercial Ordinance and discussed with the residents the Sylvan Town Board and Planning Commission discussed short term rentals and their views were they should be considered a commercial business and require a Conditional Use. The residents questioned if other residents decided to rent out their home for a week are they going to need to come in and go through the CUP process. The Planning Commission members discussed 3 different options:

1. It would be a conditional use permit and add conditions.

2. Registration – the short term rentals would register their home at the Town Hall, drop off a copy of their contract and name of a contact person.
3. Leave it alone, do nothing at all.

The opinions of the PC members are: Scott stated either a conditional use or nothing at all. Terry stated registration or a conditional use which may benefit the short term rental owners do to the possibility of the Town Board changing and their views changing. Tane stated a conditional use permit as it is a business. Vickie stated she is not ready to make a decision as there are issues that need to be addressed and figure out what are the “community norms”, each lake could be different. She doesn’t think registration is the route to go. There was discussion that either the hospitality section of the Ordinance should be enforced or removed. After further discussion **Tane Barclay moved to recommend to the Town Board that short term rentals require a Conditional Use Permit as it falls under the Sylvan Commercial Ordinance, unless the Town Board changes the Ordinance and removes the hospitality section, seconded by Vickie Kettlewell.** The question was called and the motion carried.

Correspondence Received:

Cass County Permit Log – December 2018: There was 1 annual holding tank permit issued for Sylvan Township for the month of December.

Letters of Interest – Tane Barclay, Terry Quick and Vickie Kettlewell: The Planning Commission received Tane Barclay’s, Terry Quick’s and Vickie Kettlewell’s letters of interest to continue to serve on the Planning Commission as their term of office ended December 31, 2018. **Scott Hendrickson moved to recommend the Town Board approve Tane Barclay, Terry Quick and Vickie Kettlewell letters of interest to serve another three year term on the Planning Commission,** seconded by Dave Johnson. The question was called and the motion carried.

Correspondence Sent:

Short Term Rental Letters – Voges, Aberson, Steffens, Lee and Hjelle: Letters were sent out to Voges, Aberson, Steffens, Lee and Hjelle regarding property they own that are being used for short term rentals asking they attend the Planning Commission meeting, January 10, 2019. Discussed under Public Input.

Reports: Yvette Adelman-Dullinger, Town Board Liaison: Yvette stated the following items were discussed at their previous meeting:

1. Yvette informed the PC members the Board had their reorganization meeting and everyone’s position stayed the same. Greg Bennett and Yvette Adelman-Dullinger will be the alternatives for PC site visits if needed.
2. The Town Board meeting that should be held on July 4, 2019 was changed and will be held on the same night of the Planning Commission meeting on July 11, 2019. The Town Board meeting will start at 6:00 PM with the Planning Commission meeting starting at 7:00 PM. Yvette stated if the Board was not done with their meeting they could continue it after the PC meeting.
3. The budget meeting will be held on February 7, 2019 at 6:00 PM with the regular meeting to follow.
4. There were 2 residents at the meeting to present a signed petition (31 signatures) from their neighbors requesting a street light be installed at the corner of Highway 210 and West Gull River Road, not only for the residents to see the road, but for people to see the bypass lane. The residents expressed their concerns regarding how unsafe this area is without a street light. Yvette stated the Board moved to send the petition to MN DOT to request a light be installed.

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

Old Business:

Predisaster Meeting: The Predisaster Planning meeting has been set up for January 29, 2019 from 10:00 am – 12:00 pm at the Town Hall. This will be a training opportunity to area businesses or business owners with the hope that each participant will find at least one thing that might save their business in the event of a disaster. A flyer has been sent out to some area businesses. The Planning Commission members went through the address list and will be stopping in or calling that business to find out if they would be attending. The following people will be involved in the meeting: Dick Jordan a SCORE mentor will be the moderator of this session, Roger Roy owner of Cross-Tech Manufacturing and Welding (survivor of a major fire); Jim Mayne - owner of Deerwood Technology (Expert in information protection); Tim Swanson - business banker at Frandsen Bank and Trust.

Comp Plan Review: No discussion on this.

Short Term Rentals: Discussed under Public Input.

Community Education Piece – Stormwater Mitigation: Vickie informed the PC members she has been in contact with a representative of Crow Wing Soil and Water who stated they would be interested in doing a presentation. They would have handouts available and have a Q&A time within a 2 hour time frame sometime in April with an overview of rain gardens, ways to mitigate runoff, etc. and would be for property owners. There was discussion of having this presentation on a Saturday, after further discussion it was decided to have it on Saturday, April 27, 2019. Vickie will check with the representatives of Crow Wing Soil and Water and let them decide on a time. This will be brought to the Town Board regarding the date.

4-wheeler Issues on Pit Road: A letter will be sent to the residents who live in that area asking if they would be interested in attending a meeting along with Cass County and the Cass County Sheriff's office to discuss the issues. If there is enough interest a meeting will be set up at the Town Hall.

Website: There was discussion regarding our Township website. The PC members would like to see more information on the website and add informational links. Dave would like to speak to Emmett Young, a resident of the Township, to see if he would be interested in doing this. Yvette will take this back to the Board.

New Business:
None

Annual Reviews:
None

Deposits held:
None

Announcements: Read

